

CATALOG ADDENDUM 1995-1996



**CAPE FEAR
COMMUNITY COLLEGE**

411 NORTH FRONT STREET
WILMINGTON, NORTH CAROLINA 28401-3993
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Table Of Contents

General Information

Introduction	1
Mission Statement, Community College System	1
Mission Statement, Cape Fear Community College	1
CFCC Strategic Goals	1
Admissions Process	1
Admission of Transfer Students	1
Admission of Transient Students	2
Student Records	2
Proficiency Examinations	3
Satisfactory Progress Standards	3
Requirements for Graduation	3
Center for Academic Enhancement	3

College Transfer and Technical Curricula

College Transfer	4
Accounting	6
Administrative Office Technology	7
Associate Degree Nursing	8
Business Administration	9
Criminal Justice	10
Early Childhood Associate	13
Electronics Engineering Technology	14
Health Information Technology	15
Hotel and Restaurant Management	16
Marine Technology	17
Radiography	18

Technical Course Descriptions	19-27
-------------------------------------	-------

Vocational Curricula

Air Conditioning, Heating and Refrigeration	28
Boatbuilding	29
Dental Assisting	29
Industrial Electricity	31
Industrial Mechanics	31
Light Construction	32
Marine and Diesel Mechanics	32
Phlebotomy	33
Practical Nursing	33
Welding	34

Vocational Course Descriptions	34-36
--------------------------------------	-------

Calendar 1995-96

FALL 1995

Registration	August 31-September 1, 1995
Holiday	September 4, 1995
Professional Development	September 5-6, 1995
Classes Begin	September 7, 1995
Pre-Registration For Winter	November 1-2, 1995
Classes End	November 22, 1995

WINTER 1995

Thanksgiving Holidays	November 23-24, 1995
Registration	November 27-28, 1995
Classes Begin	November 29, 1995
Student & Faculty Holidays	Dec. 19 - Jan. 1, 1996
College Offices Closed	Dec. 21, 22, 25, 26, 1995 - Jan. 1, 1996
Classes Resume	January 2, 1996
Martin Luther King Holiday	January 15, 1996
Pre-Registration For Spring	February 6-7, 1996
Classes End	February 28, 1996

SPRING 1996

Registration	March 4-5, 1996
Classes Begin	March 6, 1996
Easter Holiday	April 5, 1996
Pre-Registration For Summer	May 7-8, 1996
Early Registration For Fall	May 15, 1996
Classes End	May 22, 1996
Graduation	May 24, 1996
Memorial Day	May 27, 1996

SUMMER 1996

Registration	May 28, 1996
Classes Begin	May 29, 1996
July 4 Holiday	July 4, 1996
Student and Faculty Holidays	July 1-5, 1996
Pre-Registration For Fall	August 6-7, 1996
Classes End	August 20, 1996
Graduation	August 22, 1996

Cape Fear Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Applied Science and Associate in Arts degrees. The address and telephone number of the Southern Association of Colleges and Schools is 1866 Southern Lane, Decatur, GA 30033-4097 (404) 679-4500.

Cape Fear Community College is a member institution of the North Carolina Department of Community Colleges and the American Association of Community and Junior Colleges.

"ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY CAPE FEAR COMMUNITY COLLEGE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, PHYSICAL HANDICAP OR OTHER NON-RELEVANT FACTORS."

August 1995

CAPE FEAR COMMUNITY COLLEGE

10,000 copies of this public document were printed at a cost of \$4,875 or \$0.49 each.

Affirmative Action / Equal Opportunity College

General Information

Introduction

The purpose of the 1995-96 CFCC Catalog Addendum is to provide supplemental information on the programs and courses that have been revised during the past school year. These changes will be incorporated into the 1996-97 College Catalog.

Only the programs and policies that have changed will be listed in the addendum. Questions should be directed to the Student Development Department or to Faculty Advisors.

Mission Statement for the North Carolina Community College System

The mission of the North Carolina Community College System is to open the door to opportunity for individuals seeking to improve their lives and well-being by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs;
- Support for economic development through services to business and industry; and
- Services to communities and individuals which improve the quality of life.

Mission Statement Cape Fear Community College

Cape Fear Community College is an open door, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender counties by promoting enrichment through life-long learning. As a member of the North Carolina Community College System, Cape Fear Community College fully supports the system mission and fulfills its purposes by:

- Focusing on vocational, technical, pre-baccalaureate, basic skills and literacy education, and continuing education programs and services.
- Recruiting, enrolling, advising and retaining a diverse student body;
- Recruiting, retaining and developing a **qualified** and diverse faculty and staff who are dedicated to quality education and service to the College and the community;
- Evaluating existing programs and implementing new curricula to serve the changing needs of the service area;
- Providing financial, academic, geographical and technological programs and support services to help students succeed, and

- Interacting and cooperating with others to encourage, promote and facilitate economic and community development.

CFCC Strategic Goals for 1995-96

1. Improve program quality.
2. Reduce over-dependence on part-time instruction in academic disciplines.
3. Foster institutional excellence in instruction and instructional support services.
4. Promote diversity at all levels within the institution.
5. Increase access to all college programs, with particular emphases in occupational extension programs designed for business and industry and in community-based adult basic education.
6. Strengthen institutional development efforts including marketing, institutional effectiveness, and fundraising.
7. Reduce non-instructional costs and improve administrative efficiency.
8. Enhance student life.
9. Develop an effective enrollment management system including improved enrollment, advisement processes, and goal achievement.
10. Upgrade information technologies.
11. Forge stronger linkages with business and industry, governmental agencies, and other employers in order to stimulate economic development and to enhance job opportunities for graduates.
12. Maintain or increase professional development opportunities for faculty and staff.
13. Maintain aggressive schedule for construction of new facilities.

Admissions Process

(See 1994-96 Catalog for complete Admissions Process)

Official College Transcript(s)

Official college transcripts from all institutions of higher education previously attended must be submitted to CFCC.

Admission of Transfer Students

(Proposed policy to be presented for approval by CFCC Board of Trustees at the September 28, 1995 meeting.)

1. Transfer students must complete CFCC's admission requirements as stated in the College Catalog.

CAPE FEAR COMMUNITY COLLEGE

2. Credits are transferred from regionally accredited institutions. Courses are transferred that compare in content, quality and credit hours to those offered at CFCC.
3. Only courses with a grade of "C" or better will be transferred from other institutions to CFCC.
4. Credits transferred from other institutions will be denoted on the student's CFCC transcript by "CT" (Course Transfer). Grades achieved at other institutions will not be used in the grade point average computation at CFCC.
5. Credit gained through advancement placement testing, experiential learning or proficiency testing will not be transferred directly as course work. See the college catalog section addressing those topics.
6. Students should submit copies of all transcripts early enough so that evaluation of transfer credit can be completed prior to registering for classes. Transfer credit for those transcripts received during the registration process will be completed by the end of the first quarter of enrollment.
7. To receive a degree from CFCC, transfer students must complete at least 25 percent of program requirements at CFCC.

Admission of Transient Students

(Proposed policy to be presented for approval by CFCC Board of Trustees at the September 28, 1995 meeting.)

Transient students are those who are admitted and enrolled in another college or university and wish to enroll in CFCC as a full-time students for one quarter.

Transient Students must:

1. Submit a completed CFCC Admission Application
2. Submit written permission from their "home" institution to enroll in CFCC
3. Provide verification of completion of applicable prerequisites prior to enrolling in CFCC courses

Student Records

CAPE FEAR COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Cape Fear Community College establishes the

following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students. This policy will be published annually in the Student Handbook.

Rights of Students

In compliance with the law, an individual becomes a "student" when he/she registers for the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school or college records. These records include the academic transcript of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the student's permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar of the College.

CFCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours will be required by the College to assess the requested academic information. The student may inspect, copy, and review his/her records in the registrar's office. There may be a charge for copies.

Rights of Parents

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level has the right to inspect and review that child's academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the student's academic record unless the student gives written consent. The College assumes that all students are independent adults attending an institution designed for adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim.

Rights of Faculty

The faculty of the College has a legitimate educational interest in a student's academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities.

A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. Those with "direct advisory responsibility" include the current instructors of the student, the student's faculty advisor, and the appropriate department head and division chair. A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student.

A faculty member shall not disclose any information from a student's record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the student's written consent.

A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to other students and unauthorized personnel.

A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

Rights of Administration

Student Development and specifically the Office of the Registrar, has the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of Student Development will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student.

The President, Vice-President and Deans of the College may access student records when needed to facilitate the student's educational pursuit.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

Directory Information

Directory information includes name, major field of study, full time/part time attendance, the most recent college attended, dates of attendance, and degrees and awards received.

Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the registrar's office. Requests for non-disclosure must be filed annually. The College assumes that student's failure to file a request for non-disclosure indicates approval for disclosure.

The complete text of The Buckley Amendment is available for review in the Office of the Registrar.

Proficiency Examinations

For selected courses, students may request credit by proficiency examination for previous experience or training. The student must be currently enrolled at CFCC, and must not have enrolled in the course prior to taking the proficiency exam and must make written application to the registrar and the department chair. Students may challenge a course only once. Students successfully passing a proficiency exam will receive credit for the course as a CR (credit for record).

Satisfactory Progress Standards

Each student is expected to make satisfactory progress toward obtaining a degree or diploma. At the end of each quarter, a student's Grade Point Average (GPA) is examined. The minimum cumulative GPA for remaining in good standing is as follows:

Attempted Credit Hours	Diploma	Degree
1 - 23	1.25	1.25
24 - 40	1.40	1.40
41 - 59	1.70	1.55
60 - 80	2.00	1.75
81 - 90		1.90
90 or more		2.00

Requirements for Graduation

To receive the Associate in Applied Science Degree, Associate in Arts Degree, the Associate in General Education Degree, or a Diploma, a student must maintain satisfactory grades in all laboratory and class subjects and an overall "C" average or a grade point average of at least 2.00. Degree recipients must earn a minimum of 25 percent of credit hour requirements at Cape Fear Community College.

All CFCC graduates will possess competency in the basic use of computers. Students in programs not requiring specific computer competencies will be required to pass the Basic Computer Proficiency exercise offered through the Academic Enhancement Center. Individual instruction is available in the AEC for students needing assistance with basic computer competencies. Results will be forwarded to Student Development and added to the student's academic record prior to graduation.

Graduating students must file an application for graduation with the Registrar's Office during the Fall Quarter prior to Spring and Summer graduation.

Center for Academic Enhancement

On the sixth floor in the rear of the library, students may receive individual and small group instructional assistance in Technical, Vocational, College Transfer and General Education courses after submitting a signed Instructor Recommendation Form. Assistance in the CAE has been designed to help students acquire needed skills in curriculum courses that will allow them to be successful in their studies.

The CAE maintains a resource of software programs that students can use to review and increase skill level in a variety of courses. The supplemental computer assisted instruction is available on an individual student basis.

There is also an open lab section in the CAE that is open to students, faculty, staff, and community patrons. The open lab has a wide selection of software programs that are used by Cape Fear instructors as well as by business and industry.

COLLEGE TRANSFER

The College Transfer program is designed to provide a broad background in the core courses of a liberal arts curriculum comprising the first two years of a four-year baccalaureate degree.

All college level courses that a student completes with a "C" or better grade will generally transfer to most senior institutions. However, since requirements vary, it is the responsibility of each student to determine the specific requirements of the senior institution to which he or she plans to transfer. The student should also be advised that while individual courses may be considered for transfer credit, most institutions give preference to applicants who have completed the Associate in Arts Degree.

A student is eligible to be granted the Associate in Arts Degree upon completion of 96 quarter hours credits including all required minimums outlined in the following listing. Only courses numbered 150 to 199 and 250 to 299 may be included for credit in this program.

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. Cape Fear Community College reserves the right to change program requirements and offerings, regulations, and fees.

Basic Studies Requirement	Required Quarter Hours Credit
Communication	10
ENG 151 English Composition I	5
ENG 152 English Composition II	5
Fine Arts	5
Select one fine arts course from the following:	
ART 152 Drawing Fundamentals	5
ART 153 Drawing II	5
ART 155 Beginning Painting	5
ART 251 Art in the Western World: Ancient Through Medieval	5
ART 252 Art in the Western World: Renaissance Through Impressionism	5
ART 253 History of Art in the Western World: Post-Impressionism Through Contemporary	5
DRA 160 Introduction to Acting	5
DRA 175 Introduction to Film	5
MUS 150 Survey of Music Literature	5

Humanities 10

Select one humanities course from two of the following three areas:

1.			
ENG 160	Introduction to Literature	5	
ENG 251	Great British Writers I	5	
ENG 252	Great British Writers II	5	
ENG 263	Great American Writers I	5	
ENG 264	Great American Writers II	5	
ENG 275	World Literature I	5	
ENG 276	World Literature II	5	

2.			
PHI 150	Introduction to Philosophy	5	
PHI 160	Introduction to Ethics	5	
REL 150	Introduction to Religion	5	
REL 250	Religion in America	5	

3.			
FRE 150	French I	5	
FRE 151	French II	5	
SPA 150	Spanish I	5	
SPA 151	Spanish II	5	

Mathematics 5

Select one course from the following:

MAT 150	College Mathematics I	5
MAT 160	College Algebra	5
MAT 190	Precalculus	5
MAT 250	Calculus I	5

Natural Sciences 12

Select one of the following 12-quarter-hour credit sequences from one of the following areas:

Life Sciences

1.			
BIO 150	General Biology I	6	
BIO 151	General Biology II	6	

2.			
BIO 250	Anatomy and Physiology I	6	
BIO 251	Anatomy and Physiology II	6	

Physical Sciences

PHY 150	College Physics I	4
PHY 151	College Physics II	4
PHY 152	College Physics III	4

Physical Education 3

PED 150	Foundations of Physical Activity	3
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Social and Behavioral Sciences 15

Select one history course from the following:

HIS 150	Western Civilization I	5
HIS 151	Western Civilization II	5
HIS 250	American History I	5
HIS 251	American History II	5

Select one course from two of the following three areas:

1.
POL 150 American National Government 5
POL 250 American State and Local Government 5
2.
PSY 150 Introduction to Psychology 5
3.
SOC 150 Introduction to Sociology 5

Total Basic Studies Requirement in Quarter Hours 60

Electives

Any of the courses listed above which are not used to meet the basic studies requirement may be used as electives. In addition, the following courses are approved electives.

ANT 150	Introduction to Anthropology	5
ART 150	Design Basics (2-D)	5
BIO 252	Microbiology	6
CJC 150	Introduction to Criminal Justice	5
CJC 250	Contemporary Issues in Criminal Justice	5
DRA 150	Introduction to Theatre	5
DRA 161	Play Production	5
ECO 150	Principles of Microeconomics	5
ECO 151	Principles of Macroeconomics	5
EDU 250	Teacher, School, and Society	5
ENG 155	Writing for Business and Industry	5
ENG 250	Folklore	5
ENG 255	Introduction to Creative Writing	5
FRE 152	French III	5
GEO 150	Introduction to Physical Geography	5
MAT 151	College Mathematics II	5
MAT 161	College Trigonometry	5
MAT 165	Introduction to Statistics	5
MAT 251	Calculus II	5
MUS 151	Introduction to Music History I	5
MUS 152	Introduction to Music History II	5
MUS 153	Music in America	5
ORI 150	Seminar: Lifelong Learning	5
PHO 150	Introduction to Photography	3
PSY 175	Psychology of Adjustment	5
PSY 250	Human Growth and Development	5
PSY 298	Abnormal Psychology	5
REL 198	World Religions	5
SOC 250	Sociology of the Family	5
SOC 260	Sociology of Deviant Behavior	3
SOC 265	Sociology of Juvenile Delinquency	3
SOC 270	Modern Social Problems	5
SPA 160	Introductory Spanish	5
SPH 150	Introduction to Speech	5
SWK 150	Introduction to Social Work	5

Total Electives Requirement in Quarter Hours 36

TOTAL REQUIREMENT IN QUARTER HOURS 96

Some four-year colleges require foreign language courses and additional humanities and mathematics courses for either junior standing or a baccalaureate degree. Also, some colleges may not accept certain of the listed elective courses for transfer credit. For this reason, students planning to transfer should check the requirements and transfer policies of the four-year institution they wish to attend and select courses accordingly.

TECHNICAL CURRICULA

Technicians are among the fastest growing occupational groups in the United States. In recent years, the needs of an expanding and increasingly technical economy have greatly intensified the demand not only for engineers and scientists, but also for the technical workers who assist them. Technicians are those workers whose jobs require both knowledge and use of scientific and mathematical theory, specialized education or training in some aspect of technology or science, and work, with scientists and engineers. Some jobs held by these technicians are supervisory and require both technical knowledge and the ability to supervise people.

In carrying out their assignment, engineering and science technicians frequently use complex electronic and mechanical instruments, experimental laboratory apparatus, and drafting instruments. These workers engage in virtually every aspect of engineering and scientific work. In research, development, and design work they conduct experiments or tests; set up, calibrate, and operate instruments; and make calculations. They also assist scientists and engineers in developing experimental equipment and models by making drawings and sketches and frequently do some design work.

Technicians also work in jobs related to production. They may aid in the various phases of production operations, such as working out specifications for materials and methods of manufacturing, devising tests to insure quality control of products, or making time-and-motion studies (timing and analyzing the worker's movements) designed to improve the efficiency of a particular operation. They may also perform liaison work between engineering and production or other departments.

Cape Fear Community College provides training in a number of areas which require training beyond the high school, but do not require four years of college preparation. Most of the technical programs are six quarters in length and are geared to train a person in specific technical areas. Students spend twenty to thirty hours per week in classroom and laboratory work; additional time will be needed for outside assignments.

The Associate in Applied Science Degree is awarded to students who complete a technical program. To be eligible for the degree, a student must maintain satisfactory grades in all

CAPE FEAR COMMUNITY COLLEGE

AUTHORIZED PROGRAMS	CODE	DAY	EVENING	DEGREE	CERTIFICATE
1 Accounting	T016	*	*	AAS	
2 Administrative Office Technology	T030	*	*	AAS	*
3 Associate Degree Nursing	T059	*		AAS	
4 Automotive Technology	T176	*		AAS	Diploma
5 Basic Law Enforcement Training	T189	*	*		
6 Business Administration	T018	*	*	AAS	
7 Chemical Technology	T037	*		AAS	
8 Computer Engineering Technology	T040	*	*	AAS	
9 Criminal Justice	T129	*	*	AAS	
10 Drafting and Design Engineering Tech.	T043	*	*	AAS	
11 Early Childhood Associate	T073	*		AAS	
12 Electronics Engineering Technology	T045	*	*	AAS	
13 Health Information Technology	T053	*	*	AAS	
14 Hotel and Restaurant Management	T025	*		AAS	
15 Instrumentation Technology	T048	*	*	AAS	
16 Machining Technology	T121	*		AAS	Diploma
17 Manufacturing Engineering Technology	T050	*		AAS	
18 Marine Technology	T085	*		AAS	
19 Medical Assisting **	T058				
20 Medical Laboratory Technology ***	T110				
21 Microcomputer Systems Technology	T192	*	*	AAS	
22 Radiography	T061	*		AAS	
23 Paralegal Technology	T120	*	*	AAS	
24 Real Estate (Technical Specialty)	T166	*	*		
25 Real Estate Appraisal	T224	*	*		

AA - Associate in Arts degree

AAS - Associate in Applied Science degree

AGE - Associate in General Education degree

** - Consortium with James Sprunt Community College

*** - Consortium with Southeastern Community College

laboratory and class subjects and an overall grade point average of 2.00.

Credit hours granted in the various technical programs are not transferrable to other institutions except as an institution may determine that a particular course and credits are applicable to a curriculum offered by that school.

Accounting

The Accounting curriculum is designed to provide students with knowledge and skills necessary for employment and growth in the accounting profession. Often referred to as the "language of business," accounting serves as an informational system for organizations. Accountants assemble, analyze, and communicate essential information about financial operations.

The course of study places emphasis on accounting principles, theories, and practices and includes study in business law, finance, management, and economics. Skills related to the applications of accounting principles are developed through study of communications, computer applications, interpersonal skills development, decision making principles, and ethics.

The curriculum is designed to prepare individuals for entry-level accounting positions in all types of organizations, including CPA firms, small businesses, manufacturing firms, insurance companies, banks, and non-profit organizations such as hospitals, colleges, school systems, and governmental agencies. With work experience and additional education, an individual may advance to positions such as accountant, controller, and auditor.

MAJOR COURSES

	Credit
ACC 120 Accounting I	5
ACC 121 Accounting II	5
ACC 122 Accounting III	5
ACC 128 Computerized Accounting	3
ACC 129 Taxes I	4
ACC 220 Intermediate Accounting I	4
ACC 221 Intermediate Accounting II	4
ACC 225 Cost Accounting I	4
ACC 226 Cost Accounting II	4
ACC 230 Taxes II	4
ACC 231 Auditing	4
BUS 123 Business Finance I	4
BUS 124 Business Finance II	4
BUS 135 Advanced Business Applications	4
	<u>58</u>

RELATED

BUS 114 Business Statistics	3
BUS 115 Business Law I	5
BUS 235 Business Management	3
CAS 101 Computer Familiarization	3
CAS 109 Database Processing	4
CAS 125 Microcomputer Word Processing I	4
CAS 130 Spreadsheet Applications I	2
CAS 211 Spreadsheet Applications II	2
ECO 102 Economics I	3
ECO 104 Economics II	3
OSC 105 Keyboarding	4
	<u>36</u>

GENERAL EDUCATION

ENG 151 English Composition I	5
ENG 114 Oral Communications	3
MAT 101 Fundamentals of Math I	5
PSY 150 Introduction to Psychology	5
— — Humanities/Fine Arts Elective	5
	<u>23</u>

WORK EXPERIENCE

COE 101 Cooperative Work Experience	1
COE 102 Cooperative Work Experience	1
COE 103 Cooperative Work Experience	1
	<u>3</u>

TOTAL CREDITS

117

CO-OP OPTION: Qualified students may elect to take cooperative education in place of free electives provided they acquire approval from the co-op director and department chairperson.

ACCOUNTING

The six-quarter sequence of courses recommended for the full-time student is:

I-FALL

BUS 115
CAS 101
ENG 114
MAT 101
OSC 105

IV-SUMMER

ACC 122
ACC 128
ACC 129
CAS 109
ECO 102

II-WINTER

ACC 120
BUS 135
CAS 130
PSY 150

V-FALL

ACC 220
ACC 225
ACC 230
BUS 123
ECO 104

HUMANITIES/FINE ARTS ELECTIVE

III-SPRING

ACC 121
BUS 114
CAS 125
CAS 211
ENG 151

VI-WINTER

ACC 221
ACC 226
ACC 231
BUS 124
BUS 235

Administrative Office Technology

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

MAJOR COURSES

	Credit Hours
BUS 236 Human Resource Management	3
CAS 101 Computer Familiarization	3
CAS 109 Database Processing	4
CAS 125 Microcomputer Word Processing I	4
CAS 126 Microcomputer Word Processing II	4
CAS 130 Spreadsheet Applications I	2

CAPE FEAR COMMUNITY COLLEGE

CAS 208	Desktop Publishing	3
CAS 211	Spreadsheet Applications II	2
OSC 105	Keyboarding	4
OSC 118	Document Production	4
OSC 119	Advanced Document Production	4
OSC 120	Administrative Office Applications I	2
OSC 121	Administrative Office Applications II	2
OSC 200	Information Management	4
OSC 213	Office Procedures	3
OSC 217	Comprehensive Speedwriting	5
OSC 240	Comprehensive Machine Transcription	5
		<u>58</u>

RELATED

ACC 120	Accounting I	5
ACC 121	Accounting II	5
ACC 129	Taxes I	4
BUS 109	Professional Development	3
BUS 115	Business Law I	5
BUS 135	Advanced Business Applications	4
ECO 102	Economics I	3
		<u>29</u>

GENERAL EDUCATION

ENG 151	English Composition I	5
ENG 114	Oral Communications	3
MAT 101	Fundamentals of Math I	5
PSY 150	Introduction to Psychology	5
— —	Humanities/Fine Arts Elective	5
		<u>23</u>

ELECTIVES

— —	Elective	3
		<u>3</u>

WORK EXPERIENCE

COE 101	Cooperative Work Experience	1
COE 102	Cooperative Work Experience	1
COE 103	Cooperative Work Experience	1
		<u>3</u>

TOTAL CREDITS **113**

CO-OP OPTION: Qualified students may elect to take cooperative education in place of free electives provided they acquire approval from the co-op director and department chairperson.

ADMINISTRATIVE OFFICE TECHNOLOGY

The six-quarter sequence of courses recommended for the full-time student is:

I-FALL

BUS 115
CAS 101
ENG 114
MAT 101
OSC 105

IV-SUMMER

ACC 129
CAS 109
CAS 125
ECO 102
OSC 240

II-WINTER

ACC 120
BUS 135
BUS 236
OSC 118
HUMANITIES/FINE
ARTS ELECTIVE

V-FALL

CAS 126
CAS 130
OSC 120
OSC 200
OSC 217

III-SPRING

ACC 121
BUS 109
ENG 151
OSC 119
PSY 150

VI-SPRING

CAS 208
CAS 211
OSC 121
OSC 213
ELECTIVE

Associate Degree Nursing, Registered Nursing

The Associate Degree Nursing curriculum is designed to prepare the graduate to assess, analyze, plan, implement and evaluate nursing care. The graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra, and chemistry courses prior to entering the program.

The registered nurse may be employed in a wide variety of health care settings such as hospitals, long term care facilities, clinics, physician's offices, industry and community health agencies.

MAJOR COURSES		Credit
NUR 101	Fundamentals of Nursing	7
NUR 102	Common Stressors in Medical-Surgical Nursing	9
NUR 103	Medical-Surgical Nursing I	10
NUR 104	Maternal-Child Nursing	10
NUR 105	Issues and Trends	2
NUR 201	Psychiatric Nursing	6
NUR 202	Patient Care Management	1
NUR 203	Medical-Surgical Nursing II	10
NUR 204	Medical-Surgical Nursing III	10
		<u>65</u>

RELATED COURSES

BIO 250	Anatomy and Physiology I	6
BIO 251	Anatomy and Physiology II	6
BIO 252	Microbiology	<u>6</u>
		18

GENERAL EDUCATION

ENG 151	English Composition I	5
PSY 250	Human Growth and Development	5
PSY 150	Introduction to Psychology	5
— — —	Humanities/Social Science Elective	<u>5</u>
		20

ELECTIVE

5
5

TOTAL CREDITS

108

NUR 120	Nursing Transition	8
Required of LPN's prior to admission to ADN program.		

AUDIT COURSES

NUR 101A	Fundamentals of Nursing	7
NUR 102A	Common Stressors in Medical-Surgical Nursing	5
NUR 103A	Medical-Surgical Nursing I	6
NUR 104A	Maternal-Child Nursing	8
NUR 201A	Psychiatric Nursing	4
NUR 203A	Medical-Surgical Nursing II	6

ASSOCIATE DEGREE NURSING

The seven-quarter sequence of courses recommended for the full-time student is:

I-FALL

BIO 250
NUR 101
PSY 150

V-FALL

ENG 151
NUR 201
NUR 202

II-WINTER

BIO 251
NUR 102
PSY 250

VI-WINTER

ELECTIVE
NUR 203

III-SPRING

BIO 252
NUR 103

VII-SPRING

NUR 204
HUMANITIES/
SOCIAL SCIENCE
ELECTIVE

IV-SUMMER

NUR 104
NUR 105

Business Administration

The Business Administration curriculum provides a broad education in business principles and practices. This curriculum is designed to prepare individuals for entry-level business positions.

In this program of study, the student will gain knowledge of basic business principles and concepts through a study of management functions, marketing, accounting and finance, economics, human resources development, and legal and ethical aspects of business. Skills related to the applications of these business principles are developed through study of communications, mathematics, computer applications, and decision-making principles.

Additional training through practice in classroom activities which develop team-building skills will prepare graduates to function as contributing members of management teams. Graduates may find employment in large and small businesses, not-for-profit service organizations, government agencies, and financial institutions.

MAJOR COURSES

	Credit
ACC 120 Accounting I	5
ACC 121 Accounting II	5
ACC 122 Accounting III	5
ACC 128 Computerized Accounting	3
ACC 129 Taxes I	3
ACC 230 Taxes II	4
BUS 115 Business Law	5
BUS 123 Business Finance I	4
BUS 124 Business Finance II	4
BUS 235 Business Management	3
ECO 102 Economics I	3
ECO 200 Managerial Economics	5
MKT 232 Sales Development	3
MKT 239 Marketing	<u>5</u>
	58

RELATED

BUS 135 Advanced Business Applications	4
CAS 101 Computer Familiarization	3
CAS 109 Database Processing	4
CAS 125 Microcomputer Word Processing	4
CAS 130 Spreadsheet Application I	2
CAS 211 Spreadsheet Application II	2
ECO 104 Economics II	3
ENG 155 Technical and Business Writing	5
OSC 105 Keyboarding	4
OSC 118 Document Production	<u>4</u>
	35

CAPE FEAR COMMUNITY COLLEGE

GENERAL EDUCATION

ENG 151 English Composition I	5
ENG 114 Oral Communications	3
MAT 101 Fundamentals of Math I	5
PSY 150 Introduction to Psychology	5
____ Humanities/Fine Arts Elective	<u>5</u>
	23

WORK EXPERIENCE

COE 101 Cooperative Work Experience	1
COE 102 Cooperative Work Experience	1
COE 103 Cooperative Work Experience	<u>1</u>
	3

TOTAL CREDITS 116

CO-OP OPTION: Qualified students may elect to take cooperative education in place of free electives provided they acquire approval from the co-op director and department chairperson.

ADMINISTRATIVE OFFICE TECHNOLOGY

The six-quarter sequence of courses recommended for the full-time student is:

I-FALL	IV-SUMMER
BUS 115	ACC 122
CAS 101	ACC 128
ENG 114	ACC 129
MAT 101	CAS 109
OSC 105	ECO 102
	ENG 155
II-WINTER	V-FALL
ACC 120	ACC 230
BUS 135	BUS 123
OSC 118	CAS 130
HUMANITIES/FINE	ECO 104
ARTS ELECTIVE	MKT 239
III-SPRING	VI-WINTER
ACC 121	BUS 124
CAS 125	BUS 235
ENG 151	CAS 211
PSY 150	ECO 200
	MKT 232

Criminal Justice - Protective Services Technology

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

COURSE AND HOUR REQUIREMENTS-CRIMINAL JUSTICE-PROTECTIVE SERVICES TECHNOLOGY GENERAL OPTION

Major Courses:	Credit
CJC 102 Introduction to Criminology	5
CJC 105 Firearms and Ballistics	4
CJC 150 Introduction to Criminal Justice	5
CJC 111 Introduction to Law Enforcement	5
CJC 113 Introduction to Courts	5
CJC 115 Criminal Law	5
CJC 160 Introductions to Corrections	5
CJC 206 Juvenile Justice System	5
CJC 220 Criminal Justice Organization & Management	5
CJC 250 Contemporary Issues in Criminal Justice	5
PHO 150 Introduction to Photography	3
POL 250 American State and Local Government	5
LEX 205 Constitutional Law	5

(Take 5 QHC from the following) 5

CRIMINAL JUSTICE ELECTIVES

CJC 108 Research and Planning in Criminal Justice	5
CJC 126 Ethics and Community Relations	5
CJC 140 Fingerprint Identification	5
CJC 141 Handwriting Identification	5
CJC 205 Scientific Evidence	5
CJC 208 Arson Investigation	5
CJC 225 Security and Crime Prevention	5
CJC 245 Security Management	<u>5</u>
	67

RELATED COURSES

OSC 105 Keyboarding	4
MAT 150 College Mathematics I	5
SOC 150 Introduction to Sociology	5
SOC 260 Sociology of Deviant Behavior	3
SOC 250 Sociology of the Family	5
BIO 150 General Biology I	<u>6</u>
	28

GENERAL EDUCATION

ENG 151 English Composition I	5
ENG 152 English Composition II	5
SPH 150 Introduction to Speech	5
— — Humanities / Fine Arts Elective	<u>5</u>
	20

ELECTIVES (0-10)

— — Elective	<u>5</u>
	5

Total Credits **120**

CO-OP OPTION: Qualified students may elect to take cooperative education in place of free electives provided they acquire approval from the co-op director and department chairperson.

COURSE AND HOUR REQUIREMENTS-CRIMINAL JUSTICE-PROTECTIVE SERVICES TECHNOLOGY CORRECTIONS OPTION**MAJOR COURSES**

	Credit
CJC 102 Introduction to Criminology	5
CJC 105 Firearms and Ballistics	4
CJC 150 Introduction to Criminal Justice	5
CJC 111 Introduction to Law Enforcement	5
CJC 113 Introduction to Courts	5
CJC 115 Criminal Law	5
CJC 160 Introductions to Corrections	5
CJC 220 Criminal Justice Organization & Management	5
CJC 250 Contemporary Issues in Criminal Justice	5
PHO 150 Introduction to Photography	3
POL 250 State and Local Government	5
LEX 205 Constitutional Law	5

(Take 10 QHC from the following) **10**

CRIMINAL JUSTICE ELECTIVES

CJC 108 Research and Planning in Criminal Justice	5
CJC 126 Ethics and Community Relations	5
CJC 140 Fingerprint Identification	5
CJC 141 Handwriting Identification	5
CJC 205 Scientific Evidence	5
CJC 206 Juvenile Justice System	5
CJC 208 Arson Investigation	5
CJC 225 Security and Crime Prevention	5
CJC 245 Security Management	<u>5</u>
	67

RELATED COURSES

OSC 105 Keyboarding	4
MAT 150 College Mathematics I	5
SOC 150 Introduction to Sociology	5
SOC 260 Sociology of Deviant Behavior	3
SOC 265 Sociology of Juvenile Delinquency	3
SOC 250 Sociology of the Family	5
BIO 150 General Biology I	<u>6</u>
	31

GENERAL EDUCATION

ENG 151 English Composition I	5
ENG 152 English Composition II	5
SPH 150 Introduction to Speech	5
— — Humanities / Fine Arts Elective	<u>5</u>
	20

ELECTIVES (0-10)

— — Elective	<u>3</u>
	3

Total Credits **121**

CO-OP OPTION: Qualified students may elect to take cooperative education in place of free electives provided they acquire approval from the co-op director and department chairperson.

COURSE AND HOUR REQUIREMENTS-CRIMINAL JUSTICE-PROTECTIVE SERVICES TECHNOLOGY LAW ENFORCEMENT OPTION**MAJOR COURSES**

	Credit
CJC 102 Introduction to Criminology	5
CJC 103 Introduction to Criminal Investigation	5
CJC 105 Firearms and Ballistics	4
CJC 150 Introduction to Criminal Justice	5
CJC 111 Introduction to Law Enforcement	5
CJC 113 Introduction to Courts	5
CJC 115 Criminal Law	5
CJC 160 Introduction to Corrections	5
CJC 211 Introduction to Criminalistics	5
CJC 222 Crime Scene Processing	5
CJC 250 Contemporary Issues in Criminal Justice	5
PHO 150 Introduction to Photography	3
POL 250 State and Local Government	5

(Take 5 QHC from the following) **5**

CRIMINAL JUSTICE ELECTIVES

CJC 108 Research and Planning in Criminal Justice	5
CJC 126 Ethics and Community Relations	5
CJC 140 Fingerprint Identification	5
CJC 141 Handwriting Identification	5
CJC 205 Scientific Evidence	5
CJC 208 Arson Investigation	5
CJC 225 Security and Crime Prevention	5
CJC 245 Security Management	<u>5</u>
	67

CAPE FEAR COMMUNITY COLLEGE

RELATED COURSES

OSC 105 Keyboarding	4
MAT 150 College Mathematics I	5
SOC 150 Introduction to Sociology	5
SOC 260 Sociology of Deviant Behavior	3
SOC 250 Sociology fo the Family	5
BIO 150 General Biology I	<u>6</u>
	28

GENERAL EDUCATION

ENG 151 English Composition I	5
ENG 152 English Composition II	5
SPH 150 Introduction to Speech	5
— — Humanities / Fine Arts Elective	<u>5</u>
	20

ELECTIVES (0-11)

— — Elective	<u>5</u>
	5

Total Credits 120

CO-OP OPTION: Qualified students may elect to take cooperative education in place of free electives provided they acquire approval from the co-op director and department chairperson.

CRIMINAL JUSTICE-PROTECTIVE SERVICES TECHNOLOGY

The seven-quarter sequence of courses recommended for the full-time student is:

GENERAL CRIMINAL JUSTICE OPTION

I- FALL	V-FALL
CJC 150	SOC 260
ENG 151	CJC 220
MAT 150	BIO 150
OSC 105	
II- WINTER	VI-WINTER
CJC 111	SOC 250
CJC 115	HUMANITIES/ FINE
ENG 152	ARTS ELECTIVE
	CJC 105
	ELECTIVE
III-SPRING	VII-SPRING
CJC 160	CJC 206
CJC 250	LEX 205
POL 250	CRIMINAL JUSTICE
SPH 150	ELECTIVE
IV-SUMMER	
CJC 113	
CJC 102	
SOC 150	
PHO 150	

LAW ENFORCEMENT OPTION

I- FALL	V-FALL
CJC 150	CJC 103
ENG 151	BIO 150
MAT 150	SOC 260
OSC 105	CJC 105
II- WINTER	VI-WINTER
CJC 111	CJC 211
CJC 115	SOC 250
ENG 152	HUMANITIES/FINE
	ARTS ELECTIVE
III- SPRING	VII-SPRING
CJC 160	CRIMINAL JUSTICE
CJC 250	ELECTIVE
POL 250	CJC 222
SPH 150	ELECTIVE
IV-SUMMER	
CJC 113	
CJC 102	
SOC 150	
PHO 150	

CORRECTIONS OPTION

I-FALL	V-FALL
CJC 150	CJC 105
ENG 151	SOC 260
MAT 150	BIO 150
OSC 105	
II-WINTER	VI-WINTER
CJC 111	SOC 265
CJC 115	CRIMINAL JUSTICE
ENG 152	ELECTIVE
	CRIMINAL JUSTICE
	ELECTIVE
III-SPRING	VII-SPRING
CJC 160	CJC 220
CJC 250	SOC 250
POL 250	LEX 205
SPH 150	ELECTIVE
IV-SUMMER	
CJC 113	
CJC 102	
SOC 150	
PHO 150	

Early Childhood Associate

The Early Childhood Associate curriculum is designed to prepare individuals to work with children in learning environments from infancy through middle childhood. The program of study includes the subjects of child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents. Students learn to foster the cognitive/language, physical/motor, and social/emotional development of children. The program of study combines theories and principles with opportunities for supervised practice.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities are available in child development and child care programs, preschools, public and private schools, recreational centers, day care centers, kindergartens, some Head Start programs, and programs for children with special needs.

Community College State Board approved.

MAJOR COURSES	Credit
+EDU 110 Seminar Practicum: Preschool Environment	1
+EDU 117 Child Growth & Development I	3
+EDU 118 Child Growth & Development II	3
+EDU 119 Child Growth & Development III	3
+EDU 122 Child Health, Safety, & Nutrition	3
+EDU 125 Creative Activities in Early Childhood	6
+EDU 215 Behavioral Management	5
+EDU 216 Communication Activities in Early Childhood	6
EDU 217 Exploration Activities in Early Childhood	6
+EDU 225 Working with Children with Special Needs	3
EDU 220 Seminar Practicum:	
Special Needs Environment	1
+EDU 223 Working with the Child's Family Community	3
*EDU 101 Introduction to Early Childhood Education:	
Child Credential I	3
or	
EDU 106 Early Childhood Overview	3
*EDU 102 Introduction to Early Childhood Education:	
Child Care Credential II	3
or	
EDU 107 Early Childhood Principles and Practices	3
+EDU 211 Infant/Toddler Development and Activities	3
EDU 231 Early Childhood Curriculum Planning	5
+EDU 232 Child Care Administration	<u>3</u>
	60

RELATED COURSES

+MAT 101 Fundamentals of Math I	5
+SAF 119 First Aid and Adult & Infant/Child CPR	3
SOC 250 Sociology of the Family	5
and	

Ten (10) hours of related subjects should be selected from the following:

ART 151 Art History and Appreciation	5
BIO 101 Human Anatomy and Physiology I	5
HIS 250 American History I	5
HIS 251 American History II	5
MUS 150 Survey of Music Literature	5
SOC 270 Modern Social Problems	5
SWK 150 Introduction to Social Work	<u>5</u>
	23

GENERAL EDUCATION

+ENG 151 English Composition I	5
ENG 152 English Composition II	5
ENG 114 Oral Communications	3
+SOC 150 Introduction to Sociology	5
— — Humanities / Fine Arts Elective	<u>5</u>
	23

ELECTIVES

— — ELECTIVE	<u>3</u>
	3

WORK EXPERIENCE

EDU 110 Seminar Practicum: Preschool Environment	1
EDU 220 Seminar Practicum:	
Special Needs Environment	<u>1</u>
	2

Total Credits **111**

CREDENTIAL OPTION: Course designated with this symbol*. 6 Hours.

DIPLOMA OPTION: Course designated with these symbols *+. 65 Hours

CO-OP OPTION: Qualified students may elect to take cooperative education in place of free electives provided they acquire approval from the co-op director and department chairperson.

CAPE FEAR COMMUNITY COLLEGE

EARLY CHILDHOOD ASSOCIATE

The six-quarter sequence of courses recommended for the full-time student is:

I- FALL	IV- SUMMER
EDU 117	EDU 217
EDU 101 or	EDU 215
EDU 106	EDU 211
ENG 151	EDU 225
ENG 114	RELATED ELECTIVE
MAT 101	

II- WINTER	V FALL
EDU 118	EDU 216
EDU 102 or	EDU 223
EDU 107	EDU 220
EDU 110	EDU 231
ENG 152	
SOC 150	VI WINTER

III- SPRING	SAF 119
SOC 250	FREE ELECTIVE
EDU 119	RELATED ELECTIVE
EDU 122	
EDU 125	
HUMANITIES/	
FINE ARTS ELECTIVE	

Electronics Engineering Technology

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

MAJOR COURSES	Credit
ELC 107 Electricity I	6
ELC 108 Electricity I	5
ELC 109 Electricity III	5
ELN 102 Electronic Fabrication Techniques	1
ELN 106 Electronics I	5
ELN 107 Electronics II	5
ELN 108 Electronics III	5
ELN 121 Digital Electronics I	5

ELN 122	Digital Electronics II	3
ELN 202	Communication Electronics	4
ELN 205	Analytic Electronic Troubleshooting	1
ELN 231	Electronics in Industry	4
ELN 236	Industrial Field Trips	1
ELN 221	Microprocessors I	4
ELN 270	Data Communications and	
	Local area Networks	4
ELN 272	Programmable Logic Controllers	4
ELN 274	Optical Electronics	2
ELN 273	Computer Integrated Manufacturing	
	and Robotics	4
ELN 271	Electronics Project	1
		69

RELATED COURSES

DFT 100	Technical Drafting	2
CSC 250	C Language Programming I	3
CSC 251	C Language Programming II	3
MAT 121	Technical Mathematics	5
MAT 122	Technical Mathematics	5
MAT 123	Technical Mathematics	5
PHY 100	Introductory Physics	5
CHM 101	Introduction to chemistry	5
CAS 106	Computer Applications	3
MEC 123	Introduction to CAD/CAM	2
		38

GENERAL EDUCATION

ENG 151	English Composition I	5
ENG 114	Oral Communication	3
SOC 150	Introduction to Sociology	5
— —	Humanities/Fine Arts Elective	5
		18

ELECTIVES

— —	Elective	3
		3

WORK EXPERIENCE

COE 101	Cooperative Work Experience	1
COE 102	Cooperative Work Experience	1
COE 103	Cooperative work Experience	1
		3

TOTAL CREDITS

128

CO-OP OPTION: Qualified students may elect to take cooperative education in place of free electives provided they acquire approval from the co-op director and department chairperson.

ELECTRONICS ENGINEERING TECHNOLOGY

The seven-quarter sequence of courses recommended for the full-time student is:

I-FALL	V-FALL
ELC 107	ELN 122
ELN 102	ELN 202
CAS 106	ELN 236
MAT 121	ELN 274
	CSC 250
	SOC 150
II-WINTER	VI-WINTER
ELC 108	ELN 231
ELN 106	ELN 221
ENG 151	ELN 272
MAT 122	CSC 251
	ENG 114
III-SPRING	VII-SPRING
ELC 109	ELN 273
ELN 107	ELN 270
PHY 100	ELN 205
MAT 123	MEC 123
	ELN 271
IV-SUMMER	HUMANITIES/FINE
DFT 100	ARTS ELECTIVE
ELN 108	
ELN 121	
CHM 101	
ELECTIVE	

Health Information Technology

The Health Information Technology curriculum prepares the individual with the knowledge and skills to process, maintain, compile and report health information.

Technical knowledge and skills for the health information technician include those necessary to assemble, analyze, abstract and maintain medical records; supervise health information/medical record department functions, classify/code and index diagnosis and procedures for reimbursement, statistical and administrative purposes; provide information for cost control, assurance of quality health care, marketing and planning for health services and risk management; prepare reports for health-related organizations such as federal, state and regulatory agencies and those responsible for health care reimbursement; complete research studies such as those done to review the quality of health care; and maintain the confidentiality and security of patient information.

Graduates may find employment in hospitals, rehabilitation facilities, long term care facilities, health insurance organizations, out-patient clinics, mental health facilities and home health organizations.

A graduate of an accredited associate degree program is eligible to apply to write the national qualifying examination for certification as an Accredited Record Technician (ART).

Courses in the following areas would be helpful to students: computer science, biology and health occupations.

MAJOR COURSES	Credit
MRE 100 Orientation to Health Care Professions	2
MRE 101 Medical Terminology & Vocabulary I	3
MRE 102 Medical Terminology & Vocabulary II	3
MRE 103 Medical Terminology & Vocabulary III	3
MRE 104 Health Information Content & Maintenance	4
MRE 105 Legal & Ethical Aspects of Health Information	3
MRE 106 Health Information Standards & Regulations	3
MRE 107 Health Information Statistics	3
MRE 200 Basic ICD-9-CM Coding Concepts	3
MRE 201 Intermediate ICD-9-CM Coding Concepts	4
MRE 202 Advanced ICD-9-CM & CPT-4 Coding Concepts	4
MRE 203 Computers in Health Care	3
MRE 204 Directed Practice I	2
MRE 205 Directed Practice II	4
MRE 206 Directed Practice III	4
MRE 207 Intro to Health Information Transcription	3
MRE 208 Health Information Management	4
MRE 209 Quality Assurance in Health Care	3
MRE 210 Health Information Seminar	3
	<u>61</u>

RELATED COURSES

BIO 250 Anatomy & Physiology I	6
BIO 251 Anatomy & Physiology II	6
BIO 124 Principles of Disease	4
CAS 106 Computer Applications	3
CAS 125 Microcomputer Word Processing	4
MAT 101 Fundamentals of Math	5
PHM 100 Pharmacology	3
	<u>31</u>

GENERAL EDUCATION

ENG 151 English Composition I (C) or	5
ENG 111 Freshman English (S)	5
ENG 152 English Composition II (C) or	5
ENG 112 Freshmen English (S)	5
ENG 114 Oral Communication (C) or	3
SPH 161 Fundamentals of Speech Communications (S)	3
PSY 150 Introduction to Psychology (C) or	5
PSY 201 Introduction to Psychology (S)	5
	<u>18</u>

(C) Cape Fear Community College

(S) Southeastern Community College

— ELECTIVE 3

TOTAL CREDITS 113

CAPE FEAR COMMUNITY COLLEGE

HEALTH INFORMATION TECHNOLOGY

The seven-quarter sequence of courses recommended for the full-time student is:

I-FALL
MRE 100
MRE 101
BIO 250
ENG 151
MAT 101

V-FALL
MRE 201
MRE 203
MRE 204
ELECTIVE

II-WINTER
MRE 102
MRE 104
BIO 251
ENG 152

VI-WINTER
MRE 202
MRE 205
ENG 114
MRE 208

III-SPRING
MRE 103
MRE 105
MRE 106
BIO 124
CAS 106

VII-SPRING
MRE 206
MRE 209
MRE 210
PSY 150

IV-SUMMER
MRE 200
MRE 107
MRE 207
CAS 125
PHM 100

Hotel and Restaurant Management

The Hotel and Restaurant Management curriculum prepares students to work as supervisory and management personnel in hotels, restaurants and clubs. Areas of study include front office management, accounting, sales promotion, food and beverage control, personnel management, food preparation and service. An internship program in the field may be offered to the student to acquire industry experience under the direction of a qualified manager and college supervisor.

The graduate has an opportunity for employment with hotels, clubs, restaurants, airlines, colleges, schools, convalescent homes, government services and hospitals.

MAJOR COURSES

	Credit
HRM 101 Introduction to the Hospitality Industry	3
HRM 107 Organization and Administration	3
HRM 137 Food and Beverage Management	4
HRM 143 Basic Sanitation	3
HRM 133 Front Office Procedures	4
HRM 239 Housekeeping Management	3

HRM 120 Hospitality Industry Training	3
HRM 240 Hospitality Human Resources Management	3
HRM 245 Food and Beverage Service	4
HRM 222 Marketing of Hospitality Services	3
HRM 205 Hospitality Law	3
HRM 241 Food and Beverage Controls	4
HRM 243 Hospitality Purchasing Management	3
HRM 248 Hospitality Industry Computer Systems	4
HRM 246 Hospitality Management Problems	3
HRM 202 Convention Management and Service	3
— — Technical Electives	<u>3</u>
	56

RELATED

ACC 120 Accounting I	5
ACC 121 Accounting II	5
ACC 122 Accounting III	5
BUS 135 Advanced Business Applications	4
CAS 101 Computer Familiarization	3
OSC 105 Keyboarding	4
MKT 232 Sales Development	<u>3</u>
	29

GENERAL EDUCATION

ENG 114 Oral Communications	3
ENG 151 English Composition I	5
MAT 101 Fundamentals of Math I	5
PSY 150 Introduction to Psychology	5
— — Humanities/Fine Arts Elective	<u>5</u>
	23

WORK EXPERIENCE

COE 101 Cooperative Work Experience	1
COE 102 Cooperative Work Experience	1
COE 103 Cooperative Work Experience	<u>1</u>
	3

ELECTIVES

— — Free Elective	<u>3</u>
	3

TOTAL CREDITS

114

CO-OP OPTION: Qualified students may elect to take cooperative education in place of free electives provided they acquire approval from the co-op director and department chairperson.

RESTRICTED TECHNICAL ELECTIVES

Students must complete a minimum of 3 credit hours from the following technical electives. An additional course from this list may be chosen in place of COE 101-103.

	Credit
HRM 102 Tourism and the Hospitality Industry	3
HRM 138 Food Production Principles	4
HRM 115 Hospitality Energy and Water Management	3
HRM 124 Managerial Accounting for the Hospitality Industry	3

HRM 203	Hospitality Industry Engineering Systems	3
HRM 224	Quality Control	3
HRM 223	Hotel/Motel Sales Promotion	3
HRM 109	Nutrition for Foodservice	3

HOTEL AND RESTAURANT MANAGEMENT

The six-quarter sequence of courses recommended for the full-time student is:

I-FALL	IV-SUMMER
MAT 101	ACC 122
CAS 101	HRM 241
ENG 114	HRM 243
HRM 101	FREE ELECTIVE
HRM 107	TECHNICAL
OSC 105	ELECTIVE
II-WINTER	V-FALL
ACC 120	HRM 205
BUS 135	HRM 222
HRM 143	HRM 240
HRM 239	HRM 245
ENG 151	TECHNICAL
	ELECTIVE
III-SPRING	VI-WINTER
ACC 121	HRM 202
HRM 120	HRM 246
HRM 133	HRM 248
HRM 137	MKT 232
PSY 150	HUMANITIES/FINE
	ARTS ELECTIVE

Marine Technology

The Marine Technology curriculum is designed to provide the science, English, mathematics, and practical skills essential for success in the area of marine scientific support. This curriculum provides the student with the opportunity to become proficient in the general knowledge and skills required of a scientific support technician through practical training aboard ship as well as in the classroom. The Marine Technology curriculum prepares individuals to use and maintain sophisticated equipment such as electronic navigation devices, physical and chemical measuring instruments, sampling devices, and data acquisition and reduction systems aboard ocean-going and other types of vessels.

Graduates of this program will be basically qualified to work in the following areas: data acquisition and reduction; environmental monitoring; geophysical exploration; general applied oceanography; field and laboratory biology; water analysis; water and wastewater treatment laboratory analysis; nuclear power plant environmental work; fishing gear construction and repair; small engine maintenance and repair; fishing;

marine salvage; and other marine scientific activities. Employment opportunities are available with various state and federal agencies and with private businesses, and industry associated with marine science and research.

MAJOR COURSES

	Credit
CHM 101 Introduction to Chemistry	5
CHM 109 Water Analysis I	2
CHM 224 Water Analysis II	3
ECL 113 Environmental Measurements	2
ELC 100 Marine Electricity 1	3
ELC 101 Marine Electricity 2	3
ELN 140 Introduction to Marine Electronics	4
GEL 101 Marine Geology	4
MSC 101 Navigation I	3
MSC 102 Navigation II	3
MSC 103 Ocean Survey	2
MSC 104 Ocean Survey	2
MSC 105 Ocean Survey	2
MSC 106 Ocean Survey	2
MSC 107 Ocean Survey	2
MSC 108 Oceanographic Instrumentation	3
MSC 109 Oceanography I	3
MSC 110 Oceanography II	3
MSC 111 Net Construction Methods	2
MSC 112 Biological Net Construction I	2
MSC 113 Biological Net Construction II	2
MSC 114 Biological Sampling Methods	2
MSC 117 Practical Experience I	1
MSC 118 Practical Experience II	1
MSC 119 Practical Photographic Applications	1
MSC 131 Marine Biology	3
MSC 132 Power Boat Operations and Seamanship	2
MSC 133 Marine Invertebrate Zoology	3
MSC 135 Aquarium Systems	2
MSC 141 Marine Projects	1
MSC 142 Marine Projects	1
MSC 143 Marine Projects	1
MSC 202 Data Processing I	2
MSC 205 Data Processing II	2
MSC 206 Estuarine Survey	5
MSC 213 Marine Vertebrate Zoology	4
PHO 110 Introduction to Photography	3
PME 101 Marine Engines I	2
PME 102 Marine Engines II	2
SAF 121 First Aid and Marine Safety	3
WLD 134 Marine Welding	2
	<u>100</u>

RELATED COURSES

CAS 106 Computer Applications	3
DFT 117 Drafting and Blueprint Reading	3
MAT 121 Technical Mathematics	5
MAT 122 Technical Mathematics	5
MAT 123 Technical Mathematics	5
OSC 100 Basic Keyboarding	2
PHY 100 Introductory Physics	5
PHY 103 Physics: Electricity	4
	<u>32</u>

CAPE FEAR COMMUNITY COLLEGE

GENERAL EDUCATION

ENG 114	Oral Communication	3
ENG 151	Composition I	5
PSY 150	Introduction to Psychology	5
— —	HUMANITIES / FINE ARTS ELECTIVE	<u>5</u>
		18

ELECTIVES (0-10)

— —	ELECTIVE	<u>0</u>
		0

WORK EXPERIENCE (0-12)

COE 101	Cooperative Work Experience 1	(1)
COE 102	Cooperative Work Experience 2	(1)
COE 103	Cooperative Work Experience 3	<u>(1)</u>
		(3)

Total Credits 150

MARINE TECHNOLOGY CURRICULUM

The eight-quarter sequence of courses recommended for the full-time student is:

I- FALL	V- FALL
MAT 121	CHM 109
MSC 103	ECL 113
MSC 109	MSC 105
MSC 111	MSC 113
MSC 131	PHY 100
MSC 132	PME 102
	HUMANITIES/FINE
	ARTS ELECTIVE

II- WINTER	VI- WINTER
MAT 122	CAS 106
MSC 101	CHM 224
MSC 110	GEL 101
MSC 117	MSC 143
MSC 141	MSC 202
SAF 121	PSY 150
PHO 110	

III- SPRING	VII- SPRING
CHM 101	ELC 100
ENG 151	ENG 114
MAT 123	MSC 106
MSC 104	MSC 119
MSC 118	MSC 205
MSC 135	MSC 213
OSC 100	PHY 103
WLD 134	

IV- SUMMER	VIII- SUMMER
DFT 117	ELC 101
MSC 102	ELN 140
MSC 108	MSC 107
MSC 112	MSC 114
MSC 133	MSC 206
MSC 142	
PME 101	

Radiography (Radiologic Technology)

The radiography curriculum prepares the graduate to use radiation to provide images of tissues, organs, bones, and vessels that comprise the human body. The curriculum includes instruction in patient care and management, radiation protection, imaging procedures, quality assurance, recording media processing, equipment maintenance, interpersonal communication, and professional responsibility through an integration of classroom, laboratory, and clinical education. The radiographer is a skilled healthcare professional qualified to provide patient services using imaging modalities as directed by qualified physicians.

Graduates may be employed in radiology departments in hospitals, clinics, physicians' offices, research and medical laboratories, federal and state agencies and industry.

Graduates of accredited programs are eligible to apply to take the national examination administered by the American Registry of Radiologic Technologists for certification and registration as medical radiographers.

Individuals desiring a career in radiography should take courses in biology, algebra, and the physical sciences prior to entering the program.

MAJOR COURSES	Credit
RAD 100 Introduction to Radiologic Technology	2
RAD 101 Medical Terminology	1
RAD 102 Patient Care in Radiology	3
RAD 103 X-Ray Physics & Equipment	4
RAD 104 Radiographic Procedures I	5
RAD 105 Radiographic Procedures II	5
RAD 106 Radiographic Procedures III	5
RAD 107 Radiation Production & Control	4
RAD 108 Radiographic Image Production	3
RAD 109 Clinical Orientation	2
RAD 110 Clinical Education I	4
RAD 111 Clinical Education II	4
RAD 112 Clinical Education III	5
RAD 201 Radiographic Technique	5
RAD 202 Radiographic Imaging	3
RAD 203 Radiologic Pathology	2
RAD 204 Methods of Quality Assurance	3
RAD 205 Radiation Biology & Protection	4
RAD 206 Radiographic Procedures IV	4
RAD 207 Clinical Education IV	6
RAD 208 Clinical Education V	7
RAD 209 Clinical Education VI	8
RAD 210 Clinical Education VII	<u>8</u>
	97

RELATED COURSES

CAS 106	Computer Applications	3
MAT 121	Technical Mathematics	5
BIO 250	Anatomy & Physiology I	6
BIO 251	Anatomy & Physiology II	<u>6</u>
		20

GENERAL EDUCATION

ENG 151	Composition I	5
ENG 152	Composition II	5
ENG 114	Oral Communication	3
PSY 150	Introduction to Psychology	<u>5</u>
		18

ELECTIVES

— — —	Elective	<u>3</u>
		3

TOTAL CREDITS **138**

RADIOGRAPHY TECHNOLOGY

The eight-quarter sequence of courses recommended for the full-time student is:

I-FALL	V-FALL
MAT 121	ENG 151
BIO 250	RAD 201
RAD 100	RAD 206
RAD 101	RAD 207
RAD 102	
RAD 104	VI-WINTER
RAD 109	ENG 152
	RAD 202
II-WINTER	RAD 208
BIO 251	
RAD 103	VII-SPRING
RAD 105	ENG 114
RAD 110	RAD 203
	RAD 204
III-SPRING	RAD 209
PSY 150	
RAD 106	VIII-SUMMER
RAD 107	RAD 205
RAD 111	RAD 210
IV-SUMMER	
ELECTIVE	
CAS 106	
RAD 108	
RAD 112	

TECHNICAL COURSE DESCRIPTIONS

ACC 128 - Computerized Accounting I

This is a course in computer record keeping. The content of the course will include the general ledger and the preparation of financial statements, data entry and updating of accounts receivable and accounts payable, inventory purchase cost and control, and sales and invoice preparation.

Course Hours Per Week: Class 2, Lab 2.

Quarter Hours Credit: 3.

Prerequisites: ACC 120, CAS 101

APR 133 - Applied Residential Property Valuation (R-3)

This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and procedures to the appraisal of residential 1-4 unit properties and small farms. The student is first acquainted with federal laws/regulations applicable to appraisers and the provisions of the North Carolina Real Estate Appraisers Act and related Commission Rules. Next comes coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules), followed by coverage of appraisal reports, with emphasis on standard report forms. The student then participates in a comprehensive case study of an appraisal of single-family house using the URAR form. Instruction is then provided on various special considerations in appraising other types of residential 1-4 unit properties and in appraising farms. Finally, the student is introduced to appraising special (partial) property interests and to condemnation appraisals.

Course Hours Per Week: Class 3.

Quarter Hours Credit: 3.

Prerequisite: APR 132 or an equivalent course approved by the North Carolina Real Estate Licensing Board.

ART 150 - Design Basics (2-D)

Underlying principles of design are a foundation for any visual work in two dimensions. This course examines many works in order to isolate design elements such as line, shape, and color. Students will complete projects related to these observations, in a variety of media.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: None

ART 251 - Art in the Western World:**Ancient through Medieval**

This course is an introduction to the history of art, providing a survey of the periods from Prehistoric times through the Gothic period, about 1400 A.D.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: None

ART 252 - Art in the Western World:**Renaissance through Impressionism**

This course is a survey of the art of the western world from the beginnings of the Renaissance (c. 1400) through the Impressionist period, near the end of the nineteenth century.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: None

ART 253 - History of Art in the Western World: Post-Impressionism through Contemporary

This course is a survey of the art of the western world from the era of Post-Impressionism (c. 1880) through the present, with attention to major artistic developments.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: None

BIO 215 - Microbiology

This course is an introduction to the biology of microorganisms and their impact on medicine, health, industry, agriculture, and the environment. The basic techniques needed to isolate, observe, identify, and control microorganisms will be covered.

Course Hours Per Week: Class 4, Lab 4.

Quarter Hours Credit: 6.

Prerequisite: BIO 110

BIO 252 - Microbiology

An introduction to the study of micro-organisms and their relation to individual and community health. Groups of organisms studied are yeasts, molds, bacteria viruses, protozoa, and helminths. Laboratory work involves handling cultures, differential stains, cultivation, and metabolic activities of representative organisms. Problems in sanitation are also considered.

Course Hours Per Week: Class 4, Lab 4.

Quarter Hours Credit: 6.

Prerequisite: None

BUS 135 - Advanced Business Applications

This course incorporated the student's math skills into business applications. Determination and interpretation of various quantitative procedures are emphasized.

Course Hours Per Week: Class 4.

Quarter Hours Credit: 4.

Prerequisite: Mat 101

CHM 151 - General Chemistry I

General Chemistry I is the first of a two-quarter sequence introduction to inorganic chemistry. Topics include formulas, equations, stoichiometry, bonding, nomenclature, kinetic theory, solutions, and acids, bases, and salts. Upon completion students will be able to explain the structure, nomenclature, and reaction of various inorganic compounds.

Course Hours Per Week: Class 4, Lab 4.

Quarter Hours Credit: 6.

Prerequisite: MAT 160.

CHM 152 - General Chemistry II

General Chemistry II is the second of a two quarter sequence introduction to inorganic chemistry. Topics include a further study of structures, redox reactions, thermodynamics, and kinetics. Emphasis will be placed on transitional atoms and ions, behaviors of liquids and solids, colligative properties of solutions, chemical equilibrium, Bronsted-Lowry theory, and nuclear reactions.

Course Hours Per Week: Class 4, Labs 4.

Quarter Hours Credit: 6.

Prerequisite: CHM 151

CHM 224 - Water Analysis II

This course a continuation of Water Analysis I as a course in the practical analysis of water with emphasis on marine-oriented techniques and procedures.

Course Hours Per Week: Class 2, M. Lab 3.

Quarter Hours Credit: 3.

Prerequisite: CHM 101 or CHM 118

CHM 232 - Organic Chemistry III

A continuation of the Organic Chemistry series in which "real-world" compounds are discussed. Other topics introduced will include: Nuclear Magnetic Resonance (NMR) spectroscopy, Mass (MS) spectroscopy and biochemicals. In the laboratory, various projects (LC, GC, UV) will be carried out by the students.

Course Hours Per Week: Class 3, Lab 6.

Quarter Hours Credit: 6.

Prerequisite: CHM 231

DDF 201 - Design Drafting I

Topographical drawing and mapping will be introduced. Fasteners, screw threads, springs, and keys will be covered with emphasis on specifying and delineating. Intersections and developments will be included with model solutions accompanying the problems. Projects may be assigned using CAD or conventional methods.

Course Hours Per Week: Class 6, M. Lab 6.

Quarter Hours Credit: 8.

Prerequisite: DFT 103

DFT 101 - Technical Drafting I

Students are introduced to the principles of the graphic language and the practices employed by drafters. This knowledge is put to use by making actual machine drawings. Skills are developed using conventional drafting equipment. In depth studies of orthographic projection, geometric construction, and dimensioning are included for communication from technician to machinist or other artisan. Compliance with ANSI standards is stressed.

Course hours Per Week: Class 3, M. Lab 9.

Quarter Hours Credit: 6.

Prerequisite: None

DFT 102 - Technical Drafting II

Students will apply orthographic projection principles to the more complex drafting problems. Primary and secondary auxiliary views, simple and successive revolutions, and all types of sectional views will be included. The study of dimensioning practices will be continued with an emphasis on ANSI Standards. Drawings will be assigned using conventional methods.

Course Hours Per Week: Class 1, M. Lab 3.

Quarter Hours Credit: 2.

Prerequisite: DFT 101

DFT 103 - Technical Drafting III

This course covers the graphic symbols for electrical and electronic diagrams, use and application of welding symbols, and principles and methods of pipe drafting as per ANSI Standards. The procedures for drawing and projecting axonometric, oblique, and perspective drawings will be included

with an emphasis on practical application. Drawings will be assigned using conventional equipment.

Course Hours Per Week: Class 1, M. Lab 3.

Quarter Hours Credit: 2.

Prerequisite: DFT 102

DFT 151 - Computer Aided Drafting I

This course is an introduction to Computer Aided Drafting and Design systems. Included are terminology; capabilities of a CAD system; major components of a CAD system; CAD drawing, editing, and modifying procedures; commands and modes for drawing basic geometric shapes; plotting, dimensioning, layering, and zooming techniques; and creation and storage of library elements.

Course Hours Per Week: Class 2, M. Lab 6.

Quarter Hours Credit: 4.

Prerequisite: CAS 106 and knowledge of drafting

DFT 152 - Computer Aided Drafting II

A continuation of DFT 151, Computer Aided Drafting 1. Students will continue to work with new commands and command structure. Problems and exercises will place emphasis on advanced 2D and the introduction of 3D CAD.

Course Hours Per Week: Class 2, M. Lab 6.

Quarter Hours Credit: 4.

Prerequisite: DFT 151

DFT 200 - Geometric Tolerancing

This course introduces the standard drafting practices per ANSI Y14.5M which includes general dimensioning, general applications of tolerances and limits, and tolerance of position and form. The advantages of true position tolerancing will also be covered.

Course Hours Per Week: Class 4.

Quarter Hours Credit: 4.

Prerequisite: DFT 102 or consent of instructor

DRA 160 - Introduction to Acting

A look at acting styles and techniques and ways to develop them through scene-work. The student will acquire practice in developing and controlling the voice, body, and emotions as instruments of expression.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: None

EDU 205 - Teaching Methods

This course is designed to teach the skill necessary in preparing lesson plans and using various methods of instructing other persons.

Course Hours Per Week: Class 1, Lab 2.

Quarter Hours Credit: 2.

Prerequisite: None

EDU 250 - Teacher, School, and Society

An introduction to the profession of teaching that acquaints prospective teachers with the diverse roles of teachers. Focuses on the teacher as a decision-maker; careers in education; the social, historical and philosophical foundations of education; governmental and organizational aspects of schools; and current and future trends in American education. Observation skills are developed through field experience.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: None

ENG 070 - Basic English

This course increases a student's vocabulary, gives him/her practice in using new words in writing, and focuses on dictionary usage. The course covers subject, verbs, and preposition identification, journal writing, response to reading, and simple sentence writing. Vocabulary study includes words and their definitions, homonyms, antonyms, and synonyms of words studied.

Course Hours Per Week: Class 3.

Institutional Hours Credit: 3.

(Does not apply toward graduation.)

Prerequisite: Placement by entry testing

ENG 080 - Basic Communication Skills

This course improves the student's basic English skills through work on the fundamentals of grammar and punctuation. Correct usage is practiced through the writing of journals and the writing of clear and mechanically correct sentences. Further writing is in response to readings of selected essays.

Course Hours Per Week: Class 5.

Institutional Hours Credit: 5.

(Does not apply toward graduation.)

Prerequisite: Satisfactory completion of ENG 070 or placement by entry testing

ENG 090 - Building English Proficiency Skills

This course develops basic grammar and writing skills by reviewing basic rules of grammar with an emphasis on correct usage. It includes coverage of subject/verb agreement, punctuation, spelling, verb forms, pronoun reference, and sentence structure. The student practices simple sentence writing. Laboratory work may be required. Students are required to enroll in ENG 091 upon satisfactory completion of ENG 090.

Course Hours Per Week: Class 5.

Institutional Hours Credit: 5.

(Does not apply toward graduation.)

Prerequisite: Satisfactory completion of ENG 080 or placement by entry testing

ENG 091 - Writing for College

This course reviews basic rules of grammar and introduces the student to the techniques of writing with continued emphasis on sentence structure and paragraph development. Laboratory work may be required.

Course Hours Per Week: Class 5.

Institutional Hours Credit 5.

(Does not apply toward graduation.)

Prerequisite: Satisfactory completion of ENG 090 or placement by entry testing

ENG 101 - Grammar

The course aids the student in the improvement of grammatical self-expression. This approach is functional with emphasis on grammar and sentence structure. This course stimulates students to apply the basic principles of English grammar in their day-to-day situations in industry and social life.

Course Hours Per Week: Class 3.

Quarter Hours Credit: 3.

Prerequisite: Placement by entry testing

CAPE FEAR COMMUNITY COLLEGE

ENG 114 - Oral Communication

This course considers the basic concepts and principles of oral communication in order to help the student improve his speech communication skills. Emphasis is placed on organization of thoughts, listening, audience analysis, visual and audiovisual aids, voice, diction, pronunciation, projection, and attitude. Students learn techniques to improve speech habits and mannerisms, and learn to produce poised, confident, effective oral presentations.

Course Hours Per Week: Class 3.

Quarter Hours Credit: 3.

Prerequisite: None

ENG 151 - English Composition I

This course is an introduction to composition at the college level. Although it is designed for the student who already meets the basic competencies in the areas of sentence sense and basic grammar, a review of grammar, usage, and diction is included. The student practices techniques of invention, development, organization, editing, and revision. The course introduces the processes of writing and the structuring of paragraphs. Emphasis is placed on learning the modes of narration, exposition, and description. Frequent writings are required. This course may be computer instructed.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: Evidence of competence on the Reading and English Placement Tests or successful completion of RED 090 and ENG 091.

ENG 152 - English Composition II

This course, a continuation of English 151, presents the basic writing processes and techniques needed to produce effective essays. Through reading and reacting to printed techniques and other materials, the student develops thinking skills which are applied to the construction of themes and a research paper. Basic techniques of research and documentation such as notetaking, summarizing, critiquing, and quoting are studied. This course may be computer instructed.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: ENG 151

ENG 160 - Introduction to Literature

As an introduction to literature through study of the genres of drama, poetry, and the short story, the student studies plot, characterization, figurative and symbolic language, form, and theme. Interpretation of literary works is emphasized, and a number of interpretive paragraphs and themes are written.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: ENG 152

ENG 250 - Folklore

This course on contemporary folklore places emphasis on folklore as an informal cultural process rather than as a particular type of cultural expression. The various genres of folklore are studied as well as their methods of transmission. Students participate in a folklore field work project in which they gain hands-on experience in the collection of folklore.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: ENG 151

ENG 255 - Introduction to Creative Writing

This course focuses on the development of the creative process and ways to communicate that process. Students learn about the techniques involved in creative expression, study published examples of those techniques, and will apply the techniques to their writing. Students share their writing in a workshop format, practicing the skills of analysis and evaluation.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: ENG 151

HRM 109 - Nutrition for Foodservice

This course focuses on nutrition as it relates to personal health, foods and food preparation, menu planning and recipe modification and marketing of nutritious items in the foodservice industry.

Course Hours Per Week: Class 3.

Quarter Hours Credit: 3.

Prerequisite: None

HRM 124 - Managerial Accounting for the Hospitality Industry

This course presents managerial accounting concepts and explains how they apply to specific operations within the hospitality industry.

Course Hours Per Week: Class 3, Lab 2.

Quarter Hours Credit: 4.

Prerequisite: ACC 122.

HRM 133 - Front Office Procedures

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process and ending with check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operation of a hotel. Course includes computer applications.

Course Hours Per Week: Class 3, Lab 2.

Quarter Hours Credit: 4.

Prerequisite: HRM 101 or permission of instructor

HRM 137 - Food and Beverage Management

A course providing a basic understanding of the principles of food production and service management, reviewing sanitation, menu planning, purchasing, storage, and beverage management, including computer applications.

Course Hours Per Week:

Class 3, Lab 2.

Quarter Hours Credit: 4.

Prerequisite: HRM 101 or permission of instructor

HRM 138 - Food Production Principles

The techniques and procedures of quality and quantity food production are explained and produced in this course. Principles underlying the selection, composition, and preparation of the major food products are included, as well as an extensive set of basic and complex recipes for practice.

Course Hours Per Week: Class 3, Lab 2.

Quarter Hours Credit: 4.

Prerequisites: HRM 137 and HRM 143 or permission of instructor

HRM 241 - Food and Beverage Controls

Principles and procedures involved in an effective food and beverage control system are covered. Also included are standards determination, the operating budget, income and cost control, menu pricing, and computer applications.

Course Hours Per Week: Class 3, Lab 2.

Quarter Hours Credit: 4.

Prerequisites: HRM 137, BUS 135

LEX 215 - Property II: Title Search

This course includes the study of the preparation of simple contracts for sale of real estate; examination of title; preparing simple titles; and role of judgments and estates in the determination of marketability of real estate title; the study and function of various documents, indices and files on public records in various county offices. Forms for abstracting title information from public records, summaries thereof, and various typical problems and errors which may render a title unmarketable are included.

Course Hours Per Week: Class 1, Lab 4.

Quarter Hours Credit: 3.

Prerequisite: LEX 114

MAT 090 - Developmental Mathematics

This course is designed to provide the student with the fundamental concepts needed to undertake the mathematical sequences in the technical curricula. Topics include operations on whole numbers, prime numbers, multipliers and factors, powers and roots of whole numbers. Also included are operations on fractions and decimals, percentages, operations on the real number line, and geometry fundamentals.

Course Hours Per Week: Class 3.

Institutional Hours Credit: 3.

(Does not count toward graduation)

Prerequisite: None

MAT 093 - Beginning Algebra

This course covers the fundamentals of high school Algebra I. It is designed to qualify a student for admission into curricula having high school Algebra I as an admission requirement. It is also recommended for those students wanting an Algebra I review in preparation for starting the technical mathematics sequence.

Course Hours Per Week: Class 5.

Institutional Hours Credit: 5.

(Does not count toward graduation)

Prerequisite: None

MAT 094 - Intermediate Algebra, Part I

This course is the first in a sequence with MAT 095 being the second. Along with MAT 095, it is designed as a developmental course for college Algebra and for those students without a sufficient background in Algebra. It is recommended for those students needing an intermediate Algebra review in preparation for mathematics courses in their program but prefer to do this over two quarters. This course covers topics of Algebra II including linear equations and inequalities, polynomials, rational expressions and radicals.

Course Hours Per Week: Class 3.

Institutional Hours Credit: 3.

(Does not count toward graduation)

Prerequisite: Entrance Test qualification, or MAT 093

MAT 095 - Intermediate Algebra, Part II

This course is the second in a sequence with MAT 094 being the first. Along with MAT 094, it is designed as a developmental course for college Algebra and for those students without a sufficient background in Algebra. It is recommended for those students needing an intermediate Algebra review in preparation for mathematics courses in their program but prefer to do this over two quarters. This course covers topics of Algebra II including quadratic equations and inequalities, linear equations and lines, and exponential and logarithmic functions.

Course Hours Per Week: Class 3.

Institutional Hours Credit: 3.

(Does not apply toward graduation)

Prerequisite: MAT 094

MAT 096 - Intermediate Algebra (consolidated Part I and Part II)

This course is designed as a one quarter developmental course for college Algebra and for those students without a sufficient background in Algebra. It is recommended for those students needing an intermediate Algebra review in preparation for mathematics courses in their program. This course covers topics of Algebra II including linear and quadratic equations and inequalities, polynomial, rational, exponential and logarithmic functions, and radicals.

Course Hours Per Week: Class 5.

Institutional Hours Credit: 5.

(Does not count toward graduation)

Prerequisite: Entrance Test qualifications, or MAT 093

MAT 100 - Intermediate Algebra

This course is a developmental course for college Algebra. It is designed for those students without a sufficient background in Algebra. It is recommended for those students needing an intermediate Algebra review in preparation for college Algebra. This course covers topics of Algebra II including linear and quadratic equations and inequalities, polynomial and rational functions, radicals, lines, and parabolas.

Course Hours Per Week: Class 4.

Institutional Hours Credit: 4.

(Does not count toward graduation)

Prerequisite: None

NOTE: This class is for UNCW students only. This is equivalent to MAT 096

MEC 123 - Introduction to CAD/CAM

Students will study simple part programs for Computerized Numerical Controlled (CNC) machine tools, and be introduced to Computer Aided Design and Computer Aided Manufacturing (CAD-CAM) as used in industry.

Course Hours Per Week: Class 1, M, Lab 3.

Quarter Hours Credit: 2.

Prerequisite: MEC 122

MSC 119 - Practical Photographic Applications

This course offers students practical experience in the photographic recording of field sites and data related to past biological, geological, chemical, and instrumentation studies. Practical visual presentation methods will be emphasized.

Course Hours Per Week: M, Lab 3.

Quarter Hours Credit: 1.

Prerequisite: PHO 110 or PHO 150

MUS 153 - Music in America

This course covers American music history from the Pilgrims to the present, including folk, religious, and popular styles as well as art music. Technical knowledge of music is not required.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: None

NUR 101 - Fundamentals of Nursing

Nursing 101 introduces the student to cognitive, psychomotor, and affective skills necessary to make sound nursing decisions and practice competently. Beginning knowledge of the nurses role as a member within the profession is addressed. The nursing process is introduced as a systematic method of managing nursing care. Psychosocial and physiological concepts basic to a humanistic and caring application of scientific principles are included.

Course Hours Per Week: Class 4, Lab 6.

Quarter Hours Credit: 7.

Prerequisite: Acceptance in the ADN program

Corequisite: BIO 250, PSY 150 (may have been taken previously)

NUR 102 - Common Stressors in Health

Nursing 102 utilizes the nursing process as a tool to assist students in acquiring knowledge essential in providing care to patients experiencing common health stressors. The nurses role as a member of the profession is stressed in accurate reporting and recording. The nursing management of safe, accurate medication administration is emphasized and physical assessment skills are introduced. The student is provided the opportunity for humanistic and caring application of scientific principles in varied clinical agencies.

Course Hours Per Week: Class 4, Lab 2, Clinical 12.

Quarter Hours Credit 9.

Prerequisites: NUR 101, BIO 250

Corequisite: BIO 251

NUR 103 - Nursing Care of Adults I

Nursing 103 emphasizes the nursing process as an organizing framework to provide nursing care for patients experiencing common and/or chronic health deviations. Students are provided opportunities in affiliating agencies to demonstrate understanding of accountable management, in prioritizing, and organizing nursing care. Opportunities for professional growth, continuous learning and self-development are provided.

Course Hours Per Week: Class 6, Clinical 12.

Quarter Hours Credit: 10.

Prerequisites: NUR 102, BIO 122

NUR 104 - Maternal-Child Nursing

Nursing 104 is designed as a two part course which utilizes the nursing process to assist the student in the providing care for maternal, newborn, and pediatric patients. The student is expected to organize care and demonstrate accountable management of one or two patients through a collaborative process. Opportunities are provided for continued development as a member within the discipline of nursing. Clinical experiences are provided in acute and community based settings. The

student must pass the Maternal and Pediatric components of the course separately in order to pass the course.

Course Hours Per Week: Class 8, Clinical 6.

Quarter Hours Credit: 10

Prerequisites: NUR 103, PSY 250, PSY 252

NUR 120 - Nursing Transition

Nursing Transition provides an orientation to the conceptual framework of the Associate Degree Nursing Program. It is designed for the Licensed Practical Nurse entering the ADN program with advanced standing. The course emphasis is on concepts basic to nursing, common stressors in medical-surgical nursing, basic physical assessment skills, and pathophysiological processes with related nursing interventions for common problems in the respiratory, cardiovascular, reproductive, GI, and immune systems and diabetes mellitus. Clinical experience will focus on the utilization of the nursing process on medical-surgical floors in local hospitals.

Course Hours Per Week: Class 6, Lab 2, Clinical 3.

Quarter Hours Credit: 8.

Prerequisites: BIO 250, BIO 251, PSY 150, PSY 250

Current unrestricted license as a LPN

Corequisite: BIO 252

NUR 201 - Psychiatric Nursing

Nursing 201 utilizes the nursing process as a tool to assist the student to gain current knowledge in providing care to individuals experiencing alterations in social and psychological functioning. The student must coordinate patient care as the patients interact with their families, groups, and/or communities. Opportunities for professional growth, continuous learning, and self-development are incorporated into the course. Clinical experiences are scheduled in both inpatient and community based settings.

Course Hours Per Week: Class 4, Clinical 6.

Quarter Hours Credit: 6.

Prerequisites: PSY 250, NUR 104

NUR 203 - Nursing Care of Adults II

In Nursing 203 the nursing process is utilized as the basis for providing patient-centered care through a collaborative approach involving the patient, family, significant others, and the health care team. The role of manager of care is emphasized and students are provided opportunities to organize, prioritize, and delegate accountable care for groups of patients experiencing common alterations in health. Clinical experiences include acute care and community based settings.

Course Hours Per Week: Class 6, Clinical 12.

Quarter Hours Credit: 10.

Prerequisites: NUR 201, NUR 202

NUR 204 - Nursing Care of Adults III

Nursing 204 utilizes the nursing process to guide the student in providing and managing care for adult patients experiencing more complex common health deviations. Clinical experiences are structured to facilitate the transition from the role of the student to the role of a practicing member within the discipline of nursing. Experiences are provided in Acute, Ambulatory, and home Health.

Course Hours Per Week: Class 6, Clinical 12.

Quarter Hours Credit: 10.

Prerequisite: NUR 203

OSC 100 - Basic Keyboarding

This is an introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. A minimum speed requirement is 20 gross words a minute with 5 errors allowed.

Course Hours Per Week: Class 1, Lab 2.

Quarter Hours Credit: 2.

Prerequisite: None

PHI 160 - Introduction to Ethics

An examination of major philosophical approaches to ethical theory and moral decision making with a balance between theory and applied ethics.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: None

PHY 150 - College Physics I

A general college physics course designed to meet the needs of students working toward a Bachelor's Degree in Arts and Science. The course covers the principles and practical applications of Mechanics. Topics include: scalars and vectors, linear motion, Newton's laws, work, energy, power, momentum, torques, rotational dynamics and equilibrium. The student will develop basic skills of scientific experimentation including manipulation of apparatus and recording and analyzing data.

Course Hours Per Week: Class 3, Lab 2.

Quarter Hours Credit: 4.

Prerequisite: MAT 160 and MAT 161 with grades of C or better.

POL 250 - State and Local Government

This course is designed to analyze the relationship between federal government and state and local governments. It covers the organization, functions, legal procedures, and political processes at state and local level.

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: None

PSY 175 - Psychology of Adjustment

This course covers the fundamental psychological perspectives related to the development of human behavior and adjustment to daily life. Special emphasis is given to the foundation of adjustment; sources, effects, and management of stress; mental health concerns; drug abuse, addiction, and coping strategies; interpersonal relationships, gender roles and sexuality. (not a preparation for higher level courses in psychology)

Course Hours Per Week: Class 5.

Quarter Hours Credit: 5.

Prerequisite: None

RAD 100 - Introduction to Radiologic Technology

This course is designed to acquaint the student with the profession of Radiologic Technology and to prepare them for the clinical components of the program. The rules and philosophies of the Radiography Program, radiology departments, and profession are discussed in detail. Other topics presented include the history of the profession, ethics, career advancement, and professional organizations. Issues such as certification, licensure, and professional development are also discussed. The basics of radiation safety will be emphasized.

Course Hours Per Week: Class 2, Lab 2.

Quarter Hours Credit: 3.

Prerequisite: None

RAD 101 - Medical Terminology

This course is designed to help the student develop a medical vocabulary. Combining forms, roots, prefixes, suffixes, plurals, abbreviations, specialty terms, and medical symbols will be studied. The student will learn to interpret radiographic requests and diagnostic reports. Terms specific to radiology will be emphasized.

Course Hours Per Week: Class 1.

Quarter Hours Credit: 1.

Prerequisite: None

RAD 102 - Patient Care in Radiology

An introduction to the care of patients in the radiology department. Students will learn about the patient-technologist relationship, the physical and emotional needs of the patient, giving physical assistance to the patient, working with sterile items, protecting patients and themselves from injury and the acquisition of diseases, and the administration of radiographic contrast media. Patient rights will be considered and an overview of the common drugs used in the radiology department will be given.

Course Hours Per Week: Class 2, Lab 2.

Quarter Hours Credit: 3.

Prerequisite: CPR Certification (AHA Course B or equivalent) within the previous three (3) months.

RAD 103 - X-Ray Physics and Equipment

Application of the principles of physics to the operation and maintenance of x-ray equipment. Emphasis will be placed on atomic structure, electricity, and electromagnetism and how they relate to the design and function of x-ray circuits and equipment. The student will study typical circuits and the functional characteristics of single phase, three phase, capacitive discharge, and mobile x-ray equipment.

Course Hours Per Week: Class 4.

Quarter Hours Credit: 4.

Prerequisite: MAT 121 (or concurrent)

RAD 104 - Radiographic Procedures I

This course presents an introduction to the basic principles and terminology of radiographic positioning. The student will learn the positions necessary for radiography of the chest, abdomen, and appendicular skeleton along with the related radiographic anatomy. Students will observe, practice, and be evaluated according to a competency-based system in the laboratory and classroom.

Course Hours Per Week: Class 3, M. Lab 6.

Quarter Hours Credit: 5.

Prerequisite: BIO 250 (or concurrent)

RAD 105 - Radiographic Procedures II

This course is a continuation of RAD 104. Emphasis will be placed on the positioning techniques necessary to visualize the appendicular and axial skeleton. Procedures for the urinary and digestive system requiring contrast media will be studied and the related radiographic anatomy will be presented. Students will observe, practice, and be evaluated according to a

CAPE FEAR COMMUNITY COLLEGE

competency-based system in the laboratory and classroom.
Course Hours Per Week: Class 3, M. Lab 6.
Quarter Hours Credit: 5.
Prerequisite: RAD 104

RAD 106 - Radiographic Procedures III

This course is a continuation of RAD 105. The student will finish examinations using contrast media and study radiography of the cranium including the skull and facial structures. Radiographic anatomy is also studied. Students will observe, practice, and be evaluated according to a competency-based system in the laboratory and classroom.

Course Hours Per Week: Class 3, M. Lab 6.
Quarter Hours Credit: 5.
Prerequisite: RAD 105

RAD 107 - Principles of Radiation Production & Control

Study of the types, production, and characteristics of radiation. The student will look at the structure and characteristics of x-ray tubes, the processes involved in the production of radiation, and the interactions of radiation with matter. Control of the quantity and quality of radiation will be covered and radiation detecting devices will be explained. The behavior of waves and particles will be introduced.

Course Hours Per Week: Class 3, Lab 2.
Quarter Hours Credit: 4.
Prerequisite: RAD 103

RAD 108 - Radiographic Image Production

Study of the structure and characteristics of radiographic film, intensifying screens, cassettes, and processing equipment. The formation of the radiographic latent image and its subsequent chemical development into a visible image will be emphasized. Sensitometry will be used to study film characteristics.

Course Hours Per Week: Class 3.
Quarter Hours Credit: 3.
Prerequisites: RAD 103 and RAD 107

RAD 109 - Clinical Orientation

This clinical course introduces the student to the radiology department by rotations through each of the diagnostic and ancillary areas. The student is expected to become familiar with operating x-ray equipment and to observe radiographic examinations under the direct supervision of a registered radiographer. Clinical competency evaluations will be conducted on equipment operation on may be requested on chest, abdomen, and appendicular skeleton.

Course Hours Per Week: Clinical 6.
Quarter Hours Credit: 2.
Prerequisite: Concurrent enrollment in RAD 104

RAD 110 - Clinical Education I

Practical experience in a hospital or physician's office setting that will enable the student to apply theory presented and to practice radiographic equipment manipulation, routine radiographic positioning, and patient care techniques. Competency evaluation of the chest, abdomen, and appendicular and axial skeletons will continue and students may request evaluation for contrast examinations of the urinary and digestive systems. The student will be under both direct and indirect supervision depending on the level of competency achieved.

Course Hours Per Week: Clinical 12.
Quarter Hours Credit: 4.
Prerequisite: RAD 109 and concurrent enrollment in RAD 105

RAD 111 - Clinical Education II

This course is a continuation of RAD 109. Selected experiences in a clinical setting will provide the student with the opportunity to continue practice in radiographic equipment manipulation, radiographic positioning, and patient care techniques. Competency evaluation continues and the student may request evaluation on examinations of the cranium. Students continue to be under both direct and indirect supervision.

Course Hours Per Week: Clinical 12.
Quarter Hours Credit: 4.
Prerequisite: RAD 110 and concurrent enrollment in RAD 106

RAD 112 - Clinical Education III

The emphasis of this course is on the clinical application of all radiographic procedures presented in previous courses. Students will have expanded responsibilities in the clinical area while continuing competency evaluation under both direct and indirect supervision.

Course Hours Per Week: Clinical 15.
Quarter Hours Credit: 5.
Prerequisite: RAD 111

RAD 201 - Radiologic Technique

Study of the factors affecting exposure to the radiographic image receptor. Analysis of image quality and the structure and function of the accessory equipment used in radiography will be discussed. Radiographic density, radiographic contrast, recorded detail, and distortion will be considered along with the technical factors which control and affect each. Technique systems will be introduced and laboratory exercises will be utilized to reinforce concepts studied.

Course Hours Per Week: Class 3, Lab 4.
Quarter Hours Credit: 5.
Prerequisites: RAD 103 and RAD 107

RAD 202 - Radiologic Imaging

A survey of the various imaging modalities. Emphasis will be on the non-film/screen imaging systems including image intensification and fluoroscopy, videotape/videodisc recording, television monitoring, ultrasonography, xeroradiography, computed tomography, and magnetic resonance imaging.

Course Hours Per Week: Class 3.
Quarter Hours Credit: 3.
Prerequisite: RAD 103 and RAD 201

RAD 203 - Radiologic Pathology

A survey of the commonly encountered medical and surgical disorders, their affect on the radiologic examination, and their presentation on the finished radiograph. The student will learn the effects of disease on the radiologic examination with correlation of the various disorders with radiographs.

Course Hours Per Week: Class 2.
Quarter Hours Credit: 2.
Prerequisites: BIO 250, BIO 251, RAD 104, RAD 105, and RAD 106

RAD 204 - Methods of Quality Assurance

An introduction to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiographic system will be identified and tests and procedures to evaluate these components will be discussed. Photographic quality assurance will be used

to evaluate radiographic processors. The student will test various pieces of radiographic equipment in the laboratory setting.

Course Hours Per Week: Class 2, Lab 2.

Quarter Hours Credit: 3.

Prerequisites: RAD 103, RAD 107, and RAD 201

RAD 205 - Radiation Biology and Protection

This course is designed to provide the student with a thorough knowledge of the effects of radiation on living systems from the cell up to the entire individual. Emphasis is placed on the short- and long-term genetic and somatic effects of both high and low levels of radiation exposure. The course stresses the understanding and use of available methods that the radiographer may use to keep patient and staff exposure to a minimum. Regulations dealing with radiation protection are covered and the ALARA concept is emphasized.

Course Hours Per Week: Class 4.

Quarter Hours Credit: 4.

Prerequisites: BIO 250, BIO 251, RAD 103, and RAD 107

RAD 206 - Radiographic Procedures IV

Conclusion of the study of radiographic procedures and positioning. Procedures involving the central nervous, reproductive, and circulatory systems along with mammography, tomography, foreign body localization, trauma and pediatric radiography will be covered. Cross-sectional anatomy will be studied.

Course Hours Per Week: Class 4.

Quarter Hours Credit: 4.

Prerequisite: RAD 106

RAD 207 - Clinical Education IV

A continuation of practical experience in a hospital or physician's office setting. The student will be given increasing responsibilities which will eventually allow the student to demonstrate his ability to operate a radiographic room and other radiographic equipment with minimum supervision and to evaluate the radiograph he/she has produced. Competency evaluation continues with students under both direct and indirect supervision.

Course Hours Per Week: Clinical 18.

Quarter Hours Credit: 6.

Prerequisite: RAD 112

RAD 208 - Clinical Education V

Continuation of clinical experience. Increasing responsibilities will be offered in manipulation of radiographic equipment and radiographic procedures. Evaluation of radiographs will be emphasized and an introduction to the radiologic specialties will be included with short rotations through the specialty areas. Weekly film critiques will be held.

Course Hours Per Week: Lab 2, Clinical 18.

Quarter Hours Credit: 7.

Prerequisite: RAD 207

RAD 209 - Clinical Education VI

Continuation of practical experience in the clinical setting. Increasing responsibilities in radiographic procedures will lead the student to indirect supervision in most areas of radiography. Competency evaluation will be completed. Weekly film critiques will strengthen the student's ability to evaluate radiographs and identify radiographic anatomy.

Course Hours Per Week: Lab 2, Clinical 21.

Quarter Hours Credit: 8.

Prerequisite: RAD 208

RAD 210 - Clinical Education VII

Completion of clinical education. The student will be rotated through areas which the faculty and student feel are necessary to strengthen the student's clinical experience. The level of supervision will be mostly indirect. Final competency evaluation will be performed and simulation of infrequent examinations will be completed. Weekly film critiques will be held.

Course Hours Per Week: Lab 2, Clinical 21.

Quarter Hours Credit: 8.

Prerequisite: RAD 209

RED 070 - College Level Reading

College Level Reading develops effective reading and clear thinking skills at the college level. Students will learn to read and interpret passages from textbooks, periodicals, and catalogs. Students also will learn to read and interpret application forms and basic business agreements. The primary purpose of this course is to prepare students to read materials encountered in college courses and in personal activities.

Course Hours Per Week: Class 5.

Institutional Hours Credit: 5.

(Does not apply toward graduation.)

Prerequisite: Placement by entry testing

RED 080 - Advanced Reading I

Advanced Reading I continues the student's mastery of literate levels of comprehension. Vocabulary emphasis is on words specific to the content of various curricula. Students learn to read for a variety of purposes.

Course Hours Per Week: Class 5.

Institutional Hours Credit: 5.

(Does not apply toward graduation.)

Prerequisite: Satisfactory completion of RED 070 or placement by entry testing

RED 090 - Advanced Reading II

Advanced Reading II teaches reading for writing and encourages effective research skills. The course prepares students to read complex materials, to research information, and to use higher level critical thinking skills. This course lends itself to writing at the computer, and students are taught to analyze and produce writing for reading for their peers.

Course Hours Per Week: Class 5.

Institutional Hours Credit: 5.

(Does not apply toward graduation.)

Prerequisite: Satisfactory completion of RED 080 or placement by entry testing

DELETED COURSES

ART	151	ENG	106
ART	252	ENG	207
CAS	101A	SOC	102
CAS	101B	SOC	103
ELN	206	MAT	099
ENG	104	MSC	134
ENG	105		

VOCATIONAL CURRICULA

In North Carolina, as well as throughout the nation, the demand for skilled tradesmen is at an all-time high. Hardly a day passes that the College does not have at least one call from industry looking for prospective employees. Graduates of the trade programs sometimes have as many as four or five offers of employment upon graduation.

Students in the skilled trade programs are trained in shops similar to those of private industries. The shops contain testing and measuring instruments, tools, and equipment of the same size and types as found in private firms. The facilities make

possible practical instruction which is essential to the preparation of skilled workers needed by today's modern industries. Students in these trade programs spend twenty-five to thirty hours per week in school; this time is divided between classroom studies and practical shop work.

Skilled craftsmanship in the occupation, appropriate educational background and leadership ability are the bases for instruction selection in these trade courses.

A diploma is awarded to those students who satisfactorily complete the full-time trade program. To be eligible for the diploma, students must maintain satisfactory grades in all shop and class work, and maintain an overall grade point average of 2.00.

CAPE FEAR COMMUNITY COLLEGE AUTHORIZED PROGRAMS

One year (12 months) training courses are offered in the following skilled trades:

		CODE	DAY	EVENING	DIPLOMA	ADVANCED DIPLOMA
1	Air Conditioning, Heating & Refrigeration	V024	*		*	
2	Boatbuilding	V115	*		*	
3	Dental Assisting	V011	*		*	
4	Industrial Electricity	V124	*		*	
5	Industrial Mechanics	V033	*		*	
6	Light Construction	V029	*		*	
7	Marine and Diesel Mechanics	V034	*		*	
8	Phlebotomy (Certificate Program)	V168		*		
9	Practical Nursing	V038	*		*	
10	Welding	V050	*	*	*	

Air Conditioning, Heating and Refrigeration

The Air Conditioning, Heating and Refrigeration curriculum is designed to teach knowledge and skills necessary for servicing and installing residential and light commercial climate control equipment. Instruction will include heating and cooling theory, applied electricity and electronics, and the operating principles for a wide-range of heating and cooling equipment. The diploma program will emphasize start-up and service skills for oil, gas and electric furnaces, air-cooled air conditioning and air-to-air heat pumps.

Advanced diploma level programs will provide for more in-depth study and experience and will also include service and installation of water-cooled air conditioners, water source heat pumps, variable speed heat pumps, conventional hydronic systems and residential and light commercial system design.

MAJOR COURSES

		Credit
AHR	1113 Servicing Heating Equipment	6
AHR	1115 Fundamentals of Heating	3
AHR	1121 Principles of Refrigeration	6
AHR	1123 Principles of Air Conditioning	5
AHR	1129 Applied Electricity for Heating, Ventilation & Air Conditioning Systems	3
AHR	1132 Air Conditioning Servicing	7
AHR	1135 Applied Electronics for Heating, Ventilation & Air Conditioning Systems	3
AHR	1138 All-Weather Systems: Convention	6
AHR	1139 All-Weather Systems: Heat Pumps	7
		46

RELATED COURSES

BPR	1104 Blueprint Reading	3
ELC	1150 Basic Electricity	3
ELC	1151 Applied Wiring Diagrams	3
MAT	1101 Trade Mathematics	5
WLD	1104 Basic Gas Welding	2
		16

GENERAL EDUCATION

ENG 1101	Communication Skills	2
PHY 1101	Applied Science	4
PSY 1101	Human Relations	<u>3</u>
		9

TOTAL CREDITS 71

AIR CONDITIONING, HEATING AND REFRIGERATION

The four-quarter sequence of courses recommended for the full-time student is:

I-FALL	III-SPRING
AHR 1113	AHR 1123
AHR 1115	AHR 1132
ELC 1150	AHR 1135
MAT 1101	PHY 1101
WLD 1104	

II-WINTER	IV-SUMMER
AHR 1121	AHR 1138
AHR 1129	AHR 1139
BPR 1104	PSY 1101
ELC 1151	
ENG 1101	

Boatbuilding

The Boatbuilding curriculum prepares individuals for employment in the boat manufacturing and repair industries. Today's boatbuilder is a skilled craftsman who can create complex shapes out of fiberglass, wood and an array of other space age materials. The boatbuilder must be able to select the proper tools and materials required for a particular job and to plan its efficient execution so that the work can be finished in accordance with blueprint specifications.

Graduates may find employment with a yacht manufacturer or other companies that need fine wooden furniture and mouldings fabricated and installed. Opportunities also exist in the fiberglass industry. Boat hulls, some automobile bodies, shower stalls and other items are made from fiberglass molds. Boatbuilding graduates know how to build these molds to a mirror finish from a set of blueprints. Graduates may also find employment with a boat yard that maintains, repairs and renovates boats.

MAJOR COURSES

MAJOR COURSES			Credit
WWK 1110	Modern Yacht Joiner Practice I		5
WWK 1111	Modern Yacht Joiner Practice II		4
BTB 1114	Yacht Repair and Renovation		7
ELC 1101	Practical Marine Electricity I		3
FBG 1101	Fiberglass Mold Making		7
BTB 1110	Boat Building I		9
BTB 1111	Boat Building II		8
BTB 1112	Boat Building III		7
MSC 1120	Marine Systems		<u>2</u>
			52

RELATED COURSES

DFT 1127	Marine Drafting	5
MAT 1101	Trade Mathematics	<u>5</u>
		10

GENERAL EDUCATION

ENG 1101	Communication Skills	2
PHY 1101	Applied Science	<u>4</u>
		6

TOTAL CREDITS 68

BOATBUILDING

The four-quarter sequence of courses recommended for the full-time student is:

I-FALL	III-SPRING
BTB 1110	BTB 1112
DFT 1127	PHY 1101
MAT 1101	WWK 1111

II-WINTER	IV-SUMMER
BTB 1111	BTB 1114
ELC 1101	FBG 1101
ENG 1101	MSC 1120
WWK 1110	

Dental Assisting

The Dental Assisting curriculum prepares graduates to assist the dentist in providing treatment services. Functions performed by the dental assistant include dental health education, preparing dental materials, preparing the patient for treatment, taking dental X-rays, maintaining dental supplies and equipment, assisting the dentist providing selected services for the patient, making appointments, maintaining patient records and other office management procedures. Graduates may be employed by dental offices, dental clinics, public health clinics, federal service clinics, dental schools, state health department, dental manufacturers and insurance companies.

Graduates are eligible to take the examination given by the Dental Assisting National Board, Incorporated to become a certified dental assistant.

CAPE FEAR COMMUNITY COLLEGE

Individuals desiring a career in dental assisting should, if possible, take biology, mathematics and typing courses prior to entering the program.

Competencies:

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Demonstrate a sound grasp of basic skills and knowledge in general studies, biomedical sciences, dental sciences and clinical sciences.
2. Practice dental assisting as an integral member of the dental health team within the ethical and legal framework of the profession with a high standard of competency.
3. Effectively apply oral and written communication skills in interaction with patients, members of the dental team and other health care professionals.
4. Successfully complete the Dental Assisting National Board to become a certified dental assistant.

The dental assisting program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-2719 or at 211 East Chicago Avenue, Chicago, IL 60611.

MAJOR COURSES

	Credit
DEN 1001 Introduction Dental Assisting	1
DEN 1002 Dental Materials I	3
DEN 1003 Dental Sciences I	4
DEN 1004 Dental Sciences II	3
DEN 1006 Dental Materials II	4
DEN 1008 Dental Office Management I	4
DEN 1009 Dental Radiology	5
DEN 1010 Clinical Procedures I	6
DEN 1011 Dental Office Management II	3
DEN 1012 Dental Office Practice	7
DEN 1013 Basic CPR and Dental Emergencies (C)	2
DEN 1014 Clinical Procedures II	5
DEN 1015 Dental Office Practice II	10
DEN 1016 Oral Health and Nutrition	<u>3</u>
	60

RELATED COURSES

BIO 1121 Human Anatomy and Physiology (C)	5
or	
BIO G240 Human Anatomy and Physiology (B)	6
or	
BIO 1110 Anatomy and Physiology (S)	5
Five (5) Credit Hours Required	

GENERAL EDUCATION

ENG 101	Grammar (C)	3
	or	
ENG 101	English I (B)	3
	or	
ENG G101	Freshman Composition (B)	5
	or	
ENG 101	Composition I (JS)	5
	or	
ENG 114	Oral Communications (C)	3
	or	
COM G105	Introduction to Communication Studies (B)	5
	or	
ENG 204	Oral Communications (JS)	3
	or	
SPH 161	Fundamentals of Speech Communications (S)	3
	and	
PSY 102	Introduction to Psychology (C)	3
	or	
PSY G105	General Psychology (B)	5
	or	
PSY 105	General Psychology (JS)	5
	or	
PSY 201	Introduction to Psychology (S)	5
Nine (9) Credit Hours Required		

(B) Brunswick Community College
(JS) James Sprunt Community College
(S) Southeastern Community College
(C) Cape Fear Community College

TOTAL CREDITS

74

DENTAL ASSISTING

The four-quarter sequence of courses recommended for the full-time student is:

I-FALL

BIO 1121
DEN 1001
DEN 1002
DEN 1003
DEN 1010
DEN 1013

III-SPRING

DEN 1008
DEN 1012
DEN 1016
ENG 101

II-WINTER

DEN 1004
DEN 1006
DEN 1014
DEN 1009
PSY 102

IV-SUMMER

DEN 1011
DEN 1015
ENG 114

Industrial Electricity

The Industrial Electricity program is designed to prepare students for the installation, repair and maintenance of electrical equipment. The emphasis is on motors and related control systems, but students who take the basic courses will have sufficient knowledge and skill to work as helpers for electricians or repairmen in house wiring, small appliance repair, industrial maintenance, lineman and related jobs.

MAJOR COURSES		Credit
ELC 1104	Basic Electricity I	8
ELC 1105	Basic Electricity II	8
ELC 1115	AC and DC Machinery	7
ELC 1116	Motor Control	5
ELC 1125	Industrial Wiring Practices	6
ELN 1106	Instrument Familiarization	5
ELM 1111	Electro-Mechanical Relays and Symbols	5
ELN 1130	Solid State Devices, Circuits and Symbols	<u>7</u>
		51

RELATED COURSES

BPR 1104	Blueprint Reading	3
BPR 1109	Blueprint Reading	3
MAT 1101	Trade Mathematics	5
ELC 1120	Electrical Calculations	5
WLD 1102	Basic Welding	<u>1</u>
		17

GENERAL EDUCATION

ENG 1101	Communication Skills	2
ENG 1102	Communication Skills	2
PSY 1101	Human Relations	<u>3</u>
		7

TOTAL CREDITS: 75

INDUSTRIAL ELECTRICITY

The four-quarter sequence of courses recommended for the full-time student is:

I-FALL	III-SPRING
ELC 1104	BPR 1104
ELN 1106	ELC 1115
ENG 1101	ELC 1116
MAT 1101	PSY 1101
II-WINTER	IV-SUMMER
ELC 1105	BPR 1109
ELC 1120	ELC 1125
ELM 1111	ELN 1130
ENG 1102	WLD 1102

Industrial Mechanics

The curriculum in Industrial Mechanics prepares students with a broad background in industrial skills required by industry for its mechanics. The individual develops skills in the repair and maintenance of industrial equipment, basic welding and cutting, refrigeration and air conditioning, direct and alternating current, machines and their controls, and related courses.

MAJOR COURSES		Credit
AHR 1103	Basic Heating and Air Conditioning	2
ELC 1100	Basic Electricity	2
ELC 1117	Industrial AC Motors and Controls	2
MEC 1113	Shop Processes I	2
MEC 1114	Shop Processes II	2
HYD 1121	Industrial Hydraulics I	2
HYD 1122	Industrial Hydraulics II	2
MEC 1127	Industrial Mechanics I	6
MEC 1128	Industrial Mechanics II	7
MEC 1129	Industrial Mechanics III	6
MEC 1130	Industrial Mechanics IV	8
WLD 1106	Welding and Burning I	2
WLD 1107	Welding and Burning II	<u>2</u>
		45

RELATED COURSES

BPR 1104	Blueprint Reading	3
BPR 1105	Blueprint Reading	1
BPR 1108	Blueprint Reading	3
MAT 1101	Trade Mathematics	5
MAT 1102	Trade Mathematics	<u>5</u>
		17

GENERAL EDUCATION

ENG 1101	Communication Skills	2
PHY 1101	Applied Science	4
PSY 1101	Human Relations	<u>3</u>
		9

TOTAL CREDITS: 71

INDUSTRIAL MECHANICS

The four-quarter sequence of courses recommended for the full-time student is:

I-FALL	III-SPRING
AHR 1103	BPR 1108
BPR 1104	ELC 1100
MAT 1101	MEC 1113
MEC 1127	HYD 1121
WLD 1106	MEC 1129
	PSY 1101
II-WINTER	IV-SUMMER
BPR 1105	ELC 1117
ENG 1101	MEC 1114
MAT 1102	HYD 1122
MEC 1128	MEC 1130
WLD 1107	PHY 1101

Light Construction

The Light Construction curriculum prepares individuals for employment in the building trades industry. Instruction is provided in carpentry, masonry, electrical wiring and plumbing. Students study applied mathematics, blueprint reading and sketching, safety and other related subjects. They learn the methods used in laying out a small structure, mixing and pouring cement, rough framing, laying brick and block, roofing and exterior finishing.

Graduates may find employment with home builders or with commercial building contractors. They may enter the building trades as apprentices or work as building maintenance mechanics in small industries or public buildings including schools, hospitals and apartment houses. After sufficient experience in the trade, some workers may establish their own business.

MAJOR COURSES		Credit
CAR 1101	Carpentry (Rough)	10
CAR 1102	Carpentry (Framing)	10
CAR 1103	Carpentry (Finishing)	11
BPR 1135	Blueprints and Field Coordination	3
ELC 1109	Electrical Wiring	3
MAS 1101	Masonry	10
PLU 1101	Basic Plumbing	<u>3</u>
		50

RELATED COURSES

BPR 1110	Building Trades Blueprint Reading and Sketching	5
BPR 1113	Blueprint Reading: Building Trades	5
MAT 1101	Trade Mathematics	<u>5</u>
		15

GENERAL EDUCATION

ENG 1101	Communication Skills	2
ENG 1102	Communication Skills	2
PSY 1101	Human Relations	<u>3</u>
		7

TOTAL CREDITS	72
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LIGHT CONSTRUCTION

The four-quarter sequence of courses recommended for the full-time student is:

I-FALL	III-SPRING
BPR 1110	CAR 1103
CAR 1101	PLU 1101
ENG 1101	
MAT 1101	
II-WINTER	IV-SUMMER
BPR 1113	BPR 1135
CAR 1102	ELC 1109
ENG 1102	MAS 1101
PSY 1101	

Marine and Diesel Mechanics

The Marine and Diesel Mechanics curriculum provides training for individuals interested in becoming mechanics to service and maintain the propulsion system for boats and various types of marine equipment. Manual skills in servicing marine and diesel equipment are developed in practical shop work. A thorough understanding of the operating principles of this equipment is provided through classroom instruction, laboratory experiments, group discussions and shop practices.

Marine and diesel engine mechanics maintain and repair mechanical, electrical, hydraulic and pneumatic equipment used on boats and in industrial applications. Mechanics inspect and test equipment to determine the causes of faulty operation; repair or replace defective parts to restore the machine or unit to proper operating condition; and use shop manuals, manufacturers' maintenance manuals and other publications for technical information.

MAJOR COURSES		Credit
DIE 1100	Introduction to Gas and Diesel Engines	8
DIE 1101	Marine and Diesel Engine Theory and Practice I	6
DIE 1102	Marine and Diesel Engine Theory and Practice II	7
DIE 1103	Marine and Diesel Engine Theory and Practice III	8
DIE 1104	Marine and Diesel Power-Train Systems I	2
DIE 1105	Marine and Diesel Power-Train Systems II	2
DIE 1108	Gas Diesel Fuel Systems I	3
DIE 1109	Gas Diesel Fuel Systems II	3
DIE 1110	Gas Diesel Fuel Systems III	3
HYD 1136	Fundamentals of Hydraulics	<u>5</u>
		47

RELATED COURSES

ELC 1111	Direct and Alternating Electricity	3
MAT 1101	Trade Mathematics	5
PHY 1101	Applied Science	4
BPR 1131	Schematics and Diagrams: Marine and Diesel	3
WLD 1101	Basic Welding	<u>2</u>
		17

GENERAL EDUCATION

ENG 1101	Communication Skills	2
ENG 1102	Communication Skills	2
PSY 1101	Human Relations	<u>3</u>
		7

TOTAL CREDITS	71
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MARINE AND DIESEL MECHANICS

The four-quarter sequence of courses recommended for the full-time student is:

I-FALL	III-SPRING
DIE 1100	DIE 1102
ENG 1101	DIE 1105
MAT 1101	DIE 1109
PHY 1101	PSY 1101
	WLD 1101
II-WINTER	IV-SUMMER
BPR 1131	DIE 1103
DIE 1101	DIE 1110
DIE 1104	HYD 1136
DIE 1108	
ELC 1111	
ENG 1102	

Phlebotomy

The Phlebotomy curriculum prepares the graduate to draw blood specimens from patients for the purpose of testing and analyzing blood. The job involves duties related to the preparation and maintenance of equipment used in obtaining blood specimen; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimen; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests.

MAJOR COURSES	Credit
BIO 1121 Anatomy and Physiology I	5
BUS 1183 Terminology and Vocabulary	3
PBT 1101 Introduction to Health Care Team	1
PBT 1102 Blood Collection Process	2
PBT 1103 Safety, Quality, and Liability	1
PBT 1104 Phlebotomy Clinical Experience	<u>4</u>
	16

THIS PROGRAM IS CURRENTLY UNDER REVISION

Practical Nursing

The Practical Nursing curriculum is designed to prepare the graduate to participate in assessing, planning, implementing and evaluating nursing care. The graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Licensed Practical Nurses function under the supervision of the registered nurse or physician.

Licensed practical nurses may be employed in hospitals, long term care facilities, clinics, doctors' offices, industry, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

MAJOR COURSES	Credit
NUR 101P Fundamentals of Nursing	7
NUR 105P Issues and Trends	2
PHM 1002 Pharmacology	4
NUR 1003 Medical-Surgical Nursing I	12
NUR 1005 Medical-Surgical Nursing II	15
NUR 1009 Maternal-Child Health Nursing	<u>13</u>
	53

RELATED COURSES

BIO 1003 Introduction to Human Body	5
PSY 250 Growth and Development	<u>5</u>
	10

GENERAL EDUCATION

ENG 114 Oral Communications	3
PSY 150 Introduction to Psychology	<u>5</u>
	8

TOTAL CREDITS	71
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AUDIT COURSES

NUR 101P Fundamentals of Nursing	7
PHM 1002 Pharmacology	4
NUR 1003 Medical Surgical Nursing I	8
NUR 1009 Maternal-Child Health Nursing	9

PRACTICAL NURSING

The four-quarter sequence of courses recommended for the full-time student is:

I-FALL	III-SPRING
BIO 1003	ENG 114
NUR 101P	NUR 1009
PSY 150	

II-WINTER	IV-SUMMER
NUR 1003	NUR 105P
PHM 1002	NUR 1005
PSY 250	

Welding

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry: ship-building, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

MAJOR COURSES		Credit
MEC 1113	Shop Processes I	2
MEC 1114	Shop Processes II	2
WLD 1119	Basic Arc Welding & Oxy-Fuel Cutting	10
WLD 1122	Commercial and Industrial Practice	3
WLD 1123	Inert Gas Welding (Tig, Mig and Plasma)	9
WLD 1124	Pipe Welding	6
WLD 1125	Certification Practices	4
WLD 1127	Advanced Arc Welding	10
		46

RELATED COURSES		
BPR 1112	Blueprint Reading: Welding	2
BPR 1117	Blueprint Reading: Welding	1
BPR 1120	Blueprint Reading of Pipe Drawings and Pipe Sketching	1
MAT 1101	Trade Mathematics	5
PHY 1101	Applied Science	4
PHY 1102	Applied Science	4
		17

GENERAL EDUCATION		
ENG 1101	Communication Skills	2
ENG 1102	Communication Skills	2
PSY 1101	Human Relations	3
		7

TOTAL CREDITS	70
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WELDING

The four-quarter sequence of courses recommended for the full-time student is:

I-FALL
BPR 1112
MAT 1101
WLD 1119

II-WINTER
BPR 1117
ENG 1101
PHY 1101
WLD 1127

III-SPRING
BPR 1120
MEC 1113
PHY 1102
WLD 1122
WLD 1123

IV-SUMMER
ENG 1102
MEC 1114
PSY 1101
WLD 1124
WLD 1125

VOCATIONAL COURSE DESCRIPTIONS

BIO 1003 - Introduction to the Human Body

This course is designed to help the student gain knowledge about the human body. The types of health are identified as they relate to nurses and patients. Useful signs in the evaluation of health or deviations from health are explained. Lectures will be given on heredity, introductory bacteriology and immunity. Detailed information will then be given on each system of the body.

Course Hours Per Week: Class 5.

Quarter Hours Credit 5.

Prerequisite: None

BPR 1106 - Blueprint Reading replaced with BPR 106

Students will study advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawing of complex parts and mechanisms for features of fabrication, construction, and assembly is included.

Course Hours Per Week: M. Lab 3.

Quarter Hours Credit 1.

Prerequisite: BPR 1105

BPR 1117 - Blueprint Reading: Welding

Emphasis shall be placed on a thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications will also be studied.

Course Hours Per Week: M. Lab 3.

Quarter Hours Credit 1.

Prerequisite: None

ELC 1101 - Practical Marine Electricity I

Emphasis is placed on an understanding of the basic 12-volt (DC) direct current electrical system from boat batteries. The (AC) alternating current system which is on some small vessels is also discussed. The installation and wiring of the various lights, electrical instruments and electric motors on a boat is studied in great detail. Safety is stressed throughout the course.

Course Hours Per Week: Class 2, M. Lab 3.

Quarter Hours Credit 3.

Prerequisite: None

ELC 1116 - Motor Control

This course is an introduction to control components, i.e., contractors, motor starters, pilot devices, code considerations, types of control, control circuits, analysis of control circuits, maintenance and troubleshooting of motor and control circuits including solid state.

Course Hours Per Week: Class 3, M. Lab 6.

Quarter Hours Credit 5.

Prerequisite: ELM 1111

ELC 1120 - Electrical Calculations

This course is designed to improve the Industrial Electricity student's ability to solve problems relating to his or her field. Topics covered will include a review of series, parallel and combination circuits, power wire sizes, and line losses. Also included will be mathematics related to alternating current fundamentals including square root, Pythagorean Theorem,

and practical trigonometry. Specific problems related to the electrical code book will also be discussed when applicable.

Course Hours Per Week: Class 5.

Quarter Hours Credit 5.

Prerequisite: MAT 1101

ELN 1130 - Solid State Devices, Circuits, and Symbols

This course is an introduction to the theory and applications of solid state devices used in industry, especially solid state control circuits for motors and related equipment. Basic transistor circuits, vacuum tubes, and basic vacuum tube circuits are covered. Programmable control systems are examined and programmed.

Course Hours Per Week: Class 5, M. Lab 6.

Quarter Hours Credit 7.

Prerequisites: ELC 1105, BPR 1104, ELM 1111

FBG 1101 - Fiberglass Mold Making

Students will be introduced to the basics of constructing male and female molds for fiberglass production.

Course Hours Per Week: Class 4, M. Lab 9.

Quarter Hours Credit 7.

Prerequisite: BTB 1112

HYD 1122 - Industrial Hydraulics II

A continuation of HYD 1121, this course will cover industrial hydraulic circuits and components including governors, valve control and instrument control in detail.

Course Hours Per Week: Class 1, M. Lab 3.

Quarter Hours Credit 2.

Prerequisite: HYD 1121

MEC 1130 - Industrial Mechanics IV

This course will cover centrifugal and positive displacement type pumps and their principles of operation and theory. Training in assembly, parts replacement, packing and mechanical seal installation will be covered. Emphasis will be placed on motor pump alignment.

Course Hours Per Week: Class 5, M. Lab 9.

Quarter Hours Credit 8.

Prerequisites: MEC 1127, BPR 1104

NUR 101P - Fundamental of Nursing

This course introduces the student to nursing and to basic nursing knowledge and skills. Concepts of illness-wellness, basic needs, growth and development, stress and adaptation, and communication. The role of the LPN in the health care setting is addressed. The role of nutrition in meeting clients needs is correlated throughout the course. Selected nursing procedures are demonstrated and opportunities for practice and return demonstration of proficiency are provided in the laboratory setting. The student will have selected patient assignments in affiliating agencies and perform beginning nursing procedures. The nursing process is introduced as a systematic method of planning and providing nursing care.

Course Hours Per Week: Class 4, Lab 6.

Quarter Hours Credit 7.

Prerequisite: Acceptance in the LPN Program

Co/Prerequisites: BIO 1003, PSY 150

NUR 105P - Issues and Trends

This course is designed to present current issues and trends which impact on the nursing profession. Legal, ethical, economical, and professional concerns are examined.

Course Hours Per Week: Class 2.

Quarter Hours Credit 2.

Prerequisite: None

NUR 1003 - Medical-Surgical Nursing I

Medical-Surgical Nursing is a two quarter course designed to acquaint the student to patients experiencing various types of common deviations in health. Med-Surg I is an introduction to the physical and psycho-social needs of the hospitalized adult experiencing illness. Homeostasis and the effects of stress are examined. Emphasis is placed on various types of common deviations in health, basic human growth and development and use of the nursing process to understand the nursing care needs of these patients. Nutrition and pharmacology are co-related to various types of illness and disease processes. Practice laboratory introduces and provides opportunity for practice of physical assessment, and more complex nursing skills. Clinical experiences in affiliating agencies are designed to provide opportunities to apply knowledge and learned technical skills and to develop beginning skills in use of the nursing process.

Course Hours Per Week: Class 7, Lab 2, Clinical 12.

Quarter Hours Credit 12.

Prerequisites: BIO 1003, NUR 101P, PSY 150

Corequisites: ENG 118, PHM 1002, PSY 250

NUR 1005 - Medical-Surgical Nursing II

Medical-Nursing II is a continuation of NUR 1003 with examination of the physical and psycho-social needs of the patient experiencing various types of common deviations in health. Concepts from previous nursing and related courses are incorporated to continue examining the various types of illness and disease processes. The nursing process is utilized in both the classroom and clinical areas to identify and assist in meeting physiologic and psycho-social nursing care needs of patients. Nutrition and pharmacology are correlated to common illness and disease processes.

Course Hours Per Week: Class 10, Clinical 15.

Quarter Hours Credit 15.

Prerequisite: NUR 1003

Corequisite: NUR 105P

NUR 1009 - Maternal-Child Health Nursing

This course is designed to assist the student in acquiring the fundamental knowledge required in maternity and pediatric nursing. The family's experience of pregnancy, birth and the postpartum period is presented with emphasis on the nurse's role in contributing to a successful outcome. The normal infant and the newborn experiencing difficulty are discussed. Care of the growing child and the family reinforces the students knowledge of growth and development of the child from infancy through adolescence. The child's experience of hospitalization presents the emotional impact of hospitalization on the family and the child at various age levels. The student is introduced to the etiology, treatment and nursing care of common disorders that affect the child from infancy through adolescence. The study of pharmacology as it related to the nurse's role in drug administration in maternal-child care is continued. The importance of nutrition and current nutritional trends are discussed. Content progresses from the simple to the

CAPE FEAR COMMUNITY COLLEGE

complex as the student continues to develop skill in the application of the nursing process. Clinical experiences are provided in acute, ambulatory, and outpatient settings.

Course Hours Per Week: Class 8, Lab 2, Clinical 12.

Quarter Hours Credit 13.

Prerequisites: NUR 101P, BIO 1003, PSY 250, NUR 1003, PHM 1002

PBT 1101 - Basic Concepts in Phlebotomy

This course is an introduction to the Health Care Team and the Role of the Phlebotomist. The student will learn concepts of infection control, safety, quality assurance and liability. The student becomes familiar with blood collection equipment and understands the concepts of phlebotomy and venipuncture. The student will become familiar with various types of health care institutions and departments in which he/she must interact.

Course Hours Per Week: Class 4, Shop/Clinical 12.

Quarter Hours Credit: 8.

WWK 1110 - Modern Yacht Joiner Practice I

In this course the student will learn the necessary skills to rough-in the interior bulkheads, soles, furniture, and cabinetry in the modern yacht.

Course Hours Per Week: Class 3, M. Lab 6.

Quarter Hours Credit 5.

Prerequisite: BTB 1110

WWK 1111 - Modern Yacht Joiner Practice II

This course is an extension of Modern Yacht Joiner Practice I. Emphasis is placed on the finished woodworking and trim. Doors, drawers, and moldings will be constructed. Production jigs to increase efficiency will be utilized. Modern oils, paints, and varnish applications will be practiced.

Course Hours Per Week: Class 2, M. Lab 6.

Quarter Hours Credit 4.

Prerequisite: WWK 1110

DELETED COURSES

AHR 1113-A	DIE 1101-D
AHR 1113-B	ELC 1104-A
CAR 1101-A	ELC 1104-B
CAR 1101-B	MEC 1127-A
CAR 1101-C	MEC 1127-B
CAR 1101-D	WLD 1119-A
DIE 1101-A	WLD 1119-B
DIE 1101-B	WLD 1119-C
DIE 1101-C	WLD 1119-D

NOTE

This catalog addendum is published for the purpose of providing information about the college and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the North Carolina State Legislature, the Department of Community Colleges, or by local conditions may make some alterations in curricula, fees, etc., necessary

PRIVACY RIGHTS ACT OF PARENTS AND STUDENTS

PUBLIC LAW 93-380—Cape Fear Community College adheres to the Guidelines developed by the Department of Health, Education and Welfare regarding the Privacy Rights of Parents and Students.

The College provides students and parents of dependent students access to official records directly related to them and limits dissemination of personally identifiable information without the students' consent. Students enrolled at Cape Fear Community College may review guidelines and procedures regarding Public Law 93-380 in the offices of Admissions and Records. Procedures for challenging such record may also be obtained in these offices.

NON-DISCRIMINATION POLICY

Cape Fear Community College's Board of Trustees and Staff recognize the importance of equal opportunity in all phases of the College's operations and have officially adopted a position of nondiscrimination on the basis of race, color, age, religion, national origin, physical handicap, or other non-relevant factors. This policy applies to both students and employees at all levels of the school's operations.

VISITORS

Visitors are always welcome at Cape Fear Community College. The Student Development office will provide guide service for groups or individuals on weekdays between 8:00 AM and 5:00 PM and will answer questions about the school and its programs. Prospective students are requested, when possible, to notify the Student Development office when they are going to visit. This will ensure that appropriate staff will be available for questions. The school is open until 10:00 PM Monday through Friday and individuals may visit at their convenience.

